

How To Complete Your Project Status Report Memo

After completing the header information (date, stakeholder names, project team name, project name), use the following guidance to complete the remaining sections.

Status Indicator:    (keep ONE of these color symbols)

*Keep the **GREEN** light indicator if the project is **PROCEEDING AS PLANNED**. This means that work is on target to meet the next milestone (which could be the project delivery date, if there are no milestones occurring before that).*

*Keep the **YELLOW** light indicator if there are problems or issues that **COULD CAUSE** the project to miss a milestone or the project delivery date.*

*Keep the **RED** light indicator if there are problems or issues that you are working to correct that **HAVE IMPACTED** reaching a milestone or the project delivery date.*

Milestones Reached:

If a milestone occurred in this reporting period, list it here (description and date) and state whether or not it was reached successfully. If it was not reached successfully, state adjustments the team is making and the new target date for reaching it.

Milestones Upcoming:

State the next upcoming milestone (description and date).

Slipping Tasks and Slipping Action Items:

Review the project plan and list here all tasks that should have been completed but are not. State what the problem is and what the team is doing about it.

Review the action item log and list here all action items that should have been completed but are not. State what the problem is and what the team is doing about it.

New Action Items Created:

List here with: AI number, description, who it is assigned to, date to be completed

Top Concern at this Time:

This cannot be blank. Your team has a top concern – what is it?