|  |  |
| --- | --- |
| **Cool Widgets Project Status Report** | |
| **Project:** [Enter a project name that identifies the project to Cool Widget Employees] | **Overall Status:**  [Enter COLOR] |
| **Project Manager:** [Enter your name] |
| **Date:** [Project change rapidly. Project documents need to be dated] | |
| **Scope Statement:** [Enter project scope statement. Make sure you scope statement stands on its own and is clear]. | |

|  |  |
| --- | --- |
| **Status Color Code Legend** |  |
| **Green: On Track: Project is on schedule** | **Amber: High Risk: At risk, with a high risk of going off track** |
| **Yellow: At Risk: Milestones missed but date intact** | **Red: Off Track: Date will be missed if action not taken** |

|  |  |
| --- | --- |
| **PROJECT INFORMATION** | **STATUS** |
| The project is [COLOR] the week of [Beg. DATE] – [End DATE], due to the following elements, events, or issues: | Green: [Add text explanation for the status element]  Green: [Add text explanation for the status element]  Yellow: [Add text explanation for the status element] |
| Issues: | Amber: [Issue No. 1]  Red: [Issue No. 2]  Yellow [Issue No. 3] |
| Milestones accomplished the week of [Start DATE] – [End DATE]: | Green: [Milestone 1]  Green: [Milestone 2]  Green: [Milestone 3] |
| Milestones planned for next week: | Amber: [Milestone 4]  Yellow: [Milestone 5]  Amber: [Milestone 6] |
| Work Breakdown Structure (WBS) | [Insert the MS Project WBS you created in this week’s Practice Lab. The Snipping Tool allows you to choose exactly what you need from the screen. This is a great first step in creating a professional looking report] |
| WBS Dictionary | [Insert WBS Dictionary here] |