

Project Status Report Checklist



Executive Overview

- ✓ Project identifiers
- ✓ Project summary
- ✓ Overall project health and percent complete



Milestones and Deliverables

- ✓ Current percent complete
- ✓ Planned start, planned finish
- ✓ Actual start, actual finish



Issue, Risk and Change Management

- ✓ Open issues
- ✓ Open risks
- ✓ Open change requests



Team Progress

- ✓ Tasks scheduled for last week
- ✓ Tasks completed last week
- ✓ Tasks scheduled for next week