ETSU ITS Project Status Update

INFORMATION TECHNOLOGY SERVICES
EAST TENNESSEE STATE UNIVERSITY

Project Information:			
Project Name:		**Project Manager:**	
Project Number:		**Date:**	

Project Summary:	
Percent Completion:	0%
Target Date for Completion:	xx/xx/xxxx
Target Date for Phase X Completion (if needed):	N/A
Target Date for Phase X Completion (if needed):	N/A
Comments:	

Project Status:	
Schedule:	
Risk/Issues:	
Resources:	
Overall Status:	

Accomplishments/Task Completion:

Planned Activities/Tasks:

Notes:

Legend:	
	Schedule: Project is on track to meet scheduled target date(s). **Risk/Issues:** There are no risks/issues that require attention. **Resources:** There are no resource limitations or contraints.
	Schedule: Project may not meet scheduled target date(s). **Risk/Issues:** There are minor risks/issues that require attention to meet project requirements. **Resources:** There are some resource limitations or contraints that may impact project objectives.
	Schedule: Project is off track and will not meet scheduled target date(s). **Risk/Issues:** There are major risks/issues that require immediate attention to meet project requirements. **Resources:** There are major resource limitations or contraints that will impact project objectives.