



*“We Help  
Put America  
Through  
School”*

### **Weekly/Bi-Weekly Status Report Template Reengineering**

- This template should be used by each Task Order to report status to their white/black box lead and client/customer.
- This template is meant as a base for reporting. TO Mgrs should feel free to include additional information, metrics, measures etc. based on agreements with their client/customer.
- This template will remove the requirement to complete a PMO Weekly Status Report and Bi-Weekly Scorecard.
- TO Managers will be required to forward an electronic copy of their status reports to the PMO for archiving and bi-weekly consolidation purposes. The consolidated Engagement Report will be delivered to the COTR on a bi-weekly basis.

**[Insert project name here]**

**ITR:**

**SFA Contact:**

**Modernization Partner Contact:**

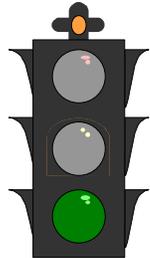
[status delivery date]

# Discussion Agenda



- Overall Status
- Project Scorecard
- Integrated Timeline
- Major Risks
- Government & Project Dependencies
- Key Issues & Decisions

# Overall Status



[Insert overall status update comments here. The assessment is at the discretion of the Task Order manager. Base the comments on your “traffic light” score and trend shown at left. Change traffic light colors as required by selecting circle and changing fill color]

Trend



## ***Major Accomplishments Since Last Meeting***

- Indicate major accomplishments since your last formal client status review session

## ***Upcoming Activities / Target Dates***

- Indicate upcoming milestones, major activities, targets

# Project Scorecard



| Category  | Status | Trend | Status Comments   |
|---|--------|-------|---|
| Task Order  |        |       | <ul style="list-style-type: none"> <li>Indicate general status comments related to this category</li> <li>Task Order deliverable has been accepted on time per the contract (Green)</li> <li>Task Order has not been awarded but ATP has been issued (Yellow)</li> <li>No Task Order has been awarded (Red)</li> <li>No ATP has been issued (Red)</li> </ul>  |
| Scope   |        |       | <ul style="list-style-type: none"> <li>Indicate general status comments related to this category</li> <li>Indicate metrics based on requirements volatility after baselining requirements which should equal # of approved change requests/ # total number of requirements</li> </ul>   |
| Schedule  |        |       | <ul style="list-style-type: none"> <li>Indicate general status comments related to this category</li> <li>Utilize any agreed upon schedule metrics</li> <li>See COD example below:                             <ul style="list-style-type: none"> <li>Requirements completed: 92% (per TSYS est.)</li> <li>Accounting &amp; Settlement at least complete at 70%</li> <li>RSDs received: 12 of 17, Reviewed: 12 of 17 (71%)</li> </ul> </li> </ul> |
| Add additional categories and metrics as desired or required by your customer |        |       |   |



High Risk – significantly impacts Project schedule



Moderate Risk – Minor schedule slippage and/or manageable issues



Low Risk – On schedule, no significant issues



Better



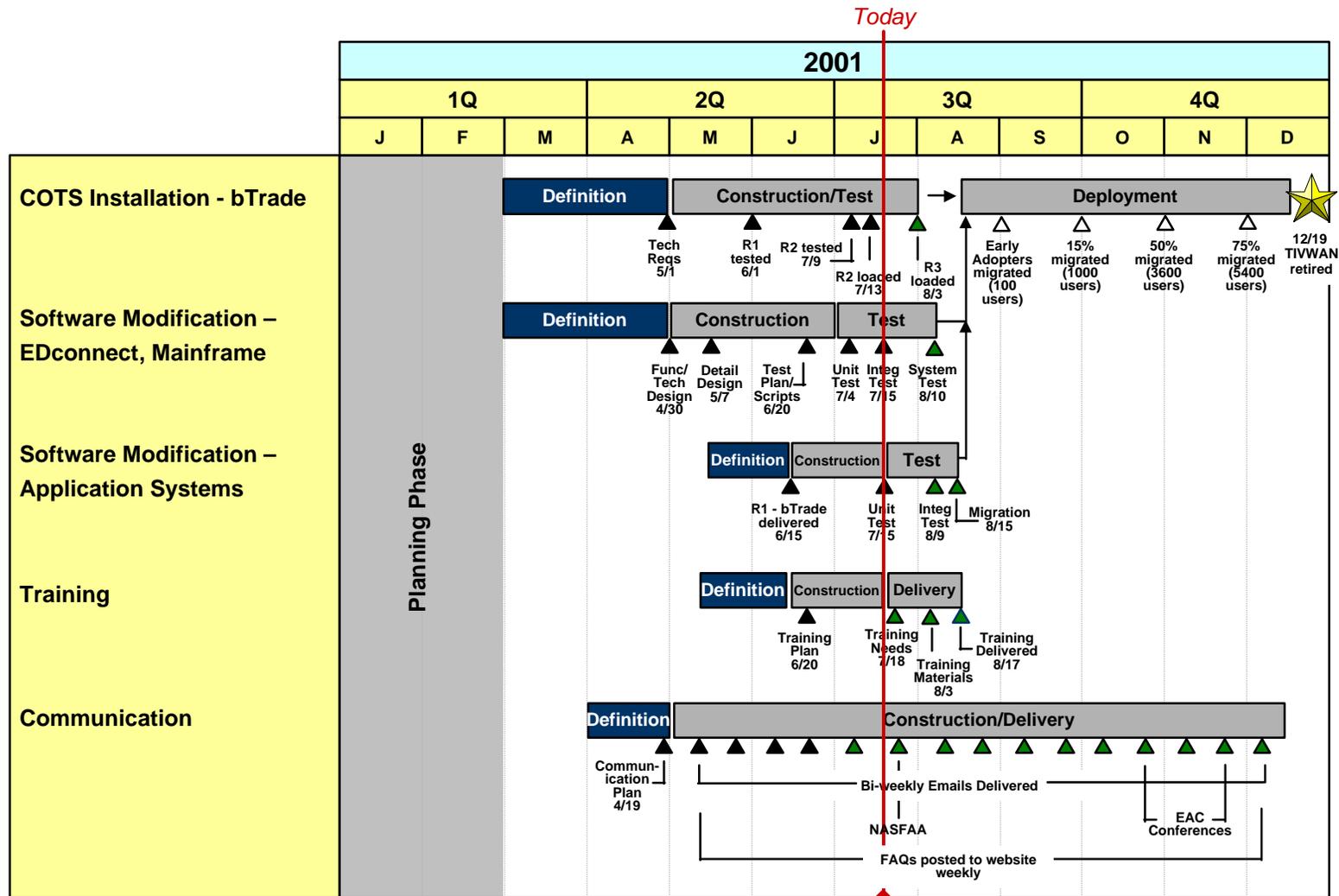
Worse



Same

\* Per current plan

# Integrated Timeline [insert timeline below – see example for reference]



| Status Legend |                                      |  |   |  |             |
|---------------|--------------------------------------|--|---|--|-------------|
|               | High Risk – Major impact to schedule |  | Moderate Risk – Manageable impact to schedule |  | On Schedule |
|               | Not Started                          |  | Complete                                      |  |             |

# Major Risks



| <i>Risk</i>                    | <i>On Point</i>                            | <i>Mitigating Actions</i>  | <i>Status</i>   |
|--------------------------------|--|--|---|
| [Insert major risk to project] | [Identify person or team assigned to risk] | <ul style="list-style-type: none"><li>Identify risk mitigation efforts</li></ul> | <ul style="list-style-type: none"><li>Indicate status of risk</li></ul> |
|                                |  |  |   |
|                                |  |  |   |

# Government and Program Dependencies



| <i>Dependency</i>   | <i>On Point</i>   | <i>Target Date</i>  | <i>Status Comments</i>   |
|---|---|---|--|
| <p><b>[Insert major dependency that is impacting project]</b></p> | <p>[Identify person or team assigned to resolve dependency]</p> | <ul style="list-style-type: none"> <li>▪ Identify dependency mitigation actions and target date for resolution</li> </ul> | <ul style="list-style-type: none"> <li>▪ Indicate status of dependency resolution</li> </ul> |
|   |   |   |  |
|   |   |   |  |

# Key Issues & Decisions



| <i>Issue / Decision Required</i>              | <i>On Point</i>                                   | <i>Target Date</i>                    | <i>Status Comments</i>  |
|---|---|---------------------------------------|---|
| [Identify major issues and decision required] | Identify person or team issue resolution assigned | Identify issue resolution target date | <ul style="list-style-type: none"> <li>▪ General status comments</li> </ul> |
|   |   |                                       |   |
|   |   |                                       |   |