



FSA U Status Report

Tuesday, September 07, 2004

<Enter Project Name>

Reporting Period: xx/xx/xx - xx/xx/xx

The "Reporting Period" should identify the time span this status report covers. Status reports should be submitted every other Friday.

Team Lead:
Team Members:
Project Start Date:
Project End Date:

"Project Start Date" and "Project End Date" indicate the timeframe for this project. It is particularly important to estimate an end date.

Overall Status	
Overall Project Status: <ENTER STATUS> <i>Red=High Risk</i> <i>Yellow= Moderate Risk</i> <i>Green= Low Risk</i>	 High Risk – Significantly impacts project schedule and/or
Change: <ENTER CHANGE> <i>Better, Worse, Same</i>	<p>The "Overall Status" box requires the Team Lead to fill in two sections:</p> <p>Overall Project Status: Indicate whether the project is <i>Red, Yellow, or Green</i>. Use the definitions to the right of the stoplight graphic to determine the correct status.</p> <p>Change: Indicate if the status has changed since the last report was submitted (<i>Better, Same, Worse</i>). For example, the overall status may still be Red, but the Change may be "Better" if issues are beginning to be resolved, schedule is starting to get back on track, etc.</p>

Accomplishments & Activities:

Major Accomplishments Since Last Report	Upcoming Activities
<ul style="list-style-type: none"> • • • <p>The Major Accomplishments section should indicate all significant accomplishments. This section should NOT list ALL accomplishments. Rather, focus on completed activities that all managers should be aware.</p>	<ul style="list-style-type: none"> • • • <p>The Upcoming Activities column should describe the upcoming milestones, decisions, meetings, or activities that are important enough for all the managers to be aware.</p>

Issues Requiring Management Attention/ Action:

Date	Issue	Recommendation	Status	Priority

The "Issues" table should ONLY indicate issues that you feel upper management should know about. This should NOT be a list of all issues facing the project. Once an issue is resolved, it should be reported on the upcoming status report, and then removed. Use the initials at the bottom of the table to indicate *Status* and *Priority*.

Status: N - New, IP - In Progress, D - Deferred, R - Resolved
Priority: H - High, M - Medium, L - Low

Workplan Last Updated: <ENTER DATE>
Timeline & Milestones Chart Last Updated: <ENTER DATE>
 (Please attach Timeline & Milestones Chart)

Enter the date you last updated your **Workplan** and **Time & Milestones Chart**. Submit the updated Milestones Chart with the Status Report.

Notes:
Other points to report not pertaining to project completion.

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The "Notes" section allows for additional information regarding the project.