

STATUS REPORT

Project Information

Write your project name, objectives and team members.

Accomplishments

Enter the list of things you have completed.

Items Waiting for Response or Action

Enter a list of any items you don't have and you need them.

Action Items Planned

List other things you need to do for your project.

Red Flags (Concerns)

Red Flags are things the team might be struggling with and need assistance. These are events that require sponsor interaction.