

process improvement project status report

For NAME OF PROCESS

# PROJECT STATUS REPORT AS OF MM/DD/YYYY

Insert summary of activity since last status meeting update.

|  |  |
| --- | --- |
| ***Milestone*** | ***Date*** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| ***KEY PROJECT PROGRESS INDICATORS*** | ***Status*** | ***Other*** |
| Has the scope of the project changed? |  |  |
| Have any project estimates changed? (e.g., effort, resource needs, milestone dates) |  |  |
| Are there any approval issues? |  |  |
| Were any target dates missed or planned activities not completed this week? |  |  |
| Will target dates be missed? |  |  |
| Are there any other critical issues? |  |  |

**\*STATUS EXPLANATION:**

## COMPLETED ACTIVITIES THIS REPORTING PERIOD:

Insert activities since last update

## PLANNED ACTIVITIES - UPCOMING WEEK:

Insert upcoming activities

## POINTS FOR DISCUSSION, OPEN ISSUES, QUESTIONS & ITEMS TO KEEP ON OUR RADAR:

Insert future discussion items