

Status Report Form Template

Tests Completed:

<Project Name>

- <Name of Test> completed <Date of Completion>
- <Name of Test> completed <Date of Completion>

Priority Issues:

<Project Name>

- <Pending issue creating risk>
 - <Additional Information>
 - <Impact Assessment>

Current Projects:

<Project Name>

- <Project Status>
 - <Notes regarding status>
- <Project Activity>
 - <Target Completion Date>
- <Status of Build Schedule>
 - <Planned Actions>

Unscheduled Projects:

<Project or Activity Name>

- <Actions Taken – include reason and/or Requestor>
- <Result of Actions>
- <Status>
- <Targeted Completion Date – if applicable>

General Comments:

<All extra information that would otherwise delay accurate scanning of report bullet points, like:

- Staff morale
- Upcoming days off
- Other department related news that is not project driven>