

Project Status Report Checklist



Executive Overview

- ☐ Project identifiers
- ☐ Project summary
- ☐ Overall project health and percent complete

Milestones and Deliverables

- ☐ Current percent complete
- ☐ Planned start, planned finish
- ☐ Actual start, actual finish

Issue, Risk and Change Management

- ☐ Open issues
- ☐ Open risks
- ☐ Open change requests

Team Progress

- ☐ Tasks scheduled for last week

☐ Tasks completed last week

☐ Tasks scheduled for next week

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