Project Status

[Project Name]
[Presenter Name]

Status Summary

- **Is project on track for delivery as expected?**
- **What is final date for delivery?**
- **What are final cost estimates?**
- **Status against any other high-level shipping goals**
  - **Manufacturing rate**
  - **Delivery**
  - **Partners, etc.**

Progress

- **List achievements and progress since last status update was given**
  - **Address schedule implications**
- **Highlight those things that made progress possible**

Attention Areas

- **List delays and problems since last status update was given**
  - **List corrective actions being taken**
  - **Address schedule implications**
- **Make sure you understand**
  - **Issues that are causing delays or impeding progress**
  - **Why problem was not anticipated**
  - **If customer will want to discuss issue with upper management**

Schedule

- **List top high-level dates**
- **Keep simple so audience does not get distracted with details**
- **Distribute more detailed schedule if appropriate**
  - **Make sure you are familiar with details of schedule so you can answer questions**

Deliveries

- **List main critical deliverables**
  - **Yours to client**
  - **Yours to outside services**
  - **Outside services to you**
  - **Other departments to you**
- **Understand your confidence rating to each deliverable**
  - **Indicate confidence level on slides if appropriate**

Costs

- **List new projections of costs**
  - **Include original estimates**
    - **Understand source of differences in these numbers -- be ready for questions**
- **If there are cost overruns**
  - **summarize why**
  - **list corrective or preventative action you've taken**
  - **set realistic expectations for future expenditures**

Technology

- **List technical problems that have been solved**
- **List outstanding technical issues that need to be solved**
  - **Summarize their impact on the project**
- **List any dubious technological dependencies for project**
  - **Indicate source of doubt**
  - **Summarize action being taken or backup plan**

Resources

- **Summarize project resources**
  - **Dedicated (full-time) resources**
  - **Part-time resources**
  - **If project is constrained by lack of resources, suggest alternatives**
- **Understand that customers may want to be assured that all possible resources are being used, but in such a way that costs will be properly managed**

Goals for Next Review

- **Date of next status update**
- **List goals for next review**
  - **Specific items that will be done**
  - **Issues that will be resolved**
- **Make sure anyone involved in project understands action plan**