

Standard Status report template

Name of project: _____

Status report for _____ (latest month or sprint)

*Text in **red** is not to be communicated externally.*

For this period:

Activity description (if detail, include which higher level task it relates to)	% Comp	Target Date	Date Delivered
<i>if delayed based on originally reported due date, label it "DELA YED" and provide a brief explanation for delay in Obstacles section below.</i>			

For the next period:

Activity description (if detail, include which higher level task it relates to)	Target Date

Items tracked for response:

Description (with link)	Submitted to	Submitted on	Target Reply Date

Obstacles/Constraints:

Describe any roadblocks that have been identified, and which might affect an interdependency or release date.