

# Status Report Instructions

## Sustainable Development – Project Management and Communication

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### 1. General description of status

- What have you done since the last report?
- What is the general status of the project?

### 2. Resource status

- Comment how much of the project resources that has been used and how much that has been delivered.

### 3. Problems/action plan

- Problems the sponsor needs to be aware of?

### 4. Risks/action plan

- Update of the risk analysis
- Risks the sponsor needs to be aware of, and suggestions on how to minimize them

### 5. Project changes from the project plan

This is where changes are documented, so that they become visual. Changes are typically:

- New requirements
- Changed goals
- Changed requirements
- Changed organization
- New documents

### 6. Appendix

- Updated time plan/Gantt chart
- Updated resource plan

Keep it short –1-2 pages. Please, use the outline described here – it makes the follow-up quick and easy.