



The content of a status report

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
- Updated resource plan

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