



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 Appendix - A
- Updated resource plan Appendix - B

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