

Augsburg College Alumni Association

< **Project/Initiative** > **Status Report**

Date: < mm/dd/yy >

Project/Initiative Name:	Project Lead(s):
Members:	Submitted by:

Project Purpose/Objective:

<Include a brief description of project purpose>

Executive Summary:

<Include a high level description of project goals>

Financials: (Optional)

<Include a summary of significant financial milestones/issues/events/etc. Example: "This project has an approved estimate of \$xxxxxx ... Current status is ...>

Overall Project Health:

	Status	Comments
Scope	Green	
Cost	Yellow	< Comments required – why yellow? Describe corrective action taken >
Schedule	Red	< Comments required – why red? Provide details regarding why this is overdue >

Green: On plan
 Yellow: May not meet time or budget estimates; corrective action needed
 Red: Overdue

Accomplishments Completed:

-
-
-
-
-

Activities in Progress:

-
-
-
-
-

Upcoming Activities:

-
-
-
-
-

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Project Schedule: (Milestone Level) < Optional >

Phase	Target Start Date	Target End Date	Actual Start Date	Actual End Date	% Complete	Status/ Comments
Initiate <May include charter/scope/approach, resource planning, etc.>						
Planning <May include Charter, requirements, design, build etc.>						
Executing <May include test, and implementation>						
Controlling <May include management of risk, change, issue>						
Close <May include, decommissioning, resource deployment, executive summary, etc.>						
Test Phase						
Implementation Phase						
Post-Implementation Phase						

Issues: (Optional) < Table presented here could be columns, similar to Project Schedule format >

Date of Issue:	
Description:	
Proposed Corrective Solutions:	
Current Status of Issue:	
Final Resolution:	
Date of Issue:	
Description:	
Proposed Corrective Solutions:	
Current Status of Issue:	
Final Resolution:	
Date of Issue:	
Description:	
Proposed Corrective Solutions:	
Current Status of Issue:	
Final Resolution:	

Risks: (Optional) < Table presented here could be columns, similar to Project Schedule format >

Date of Risk:	
Description:	
Risk Mitigation Overview:	
Current Status of Risk:	
Probability (H/M/L):	
Impact (H/M/L):	
Date of Risk:	
Description:	
Risk Mitigation Overview:	
Current Status of Risk:	

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Probability (H/M/L):	
Impact (H/M/L):	
Date of Risk:	
Description:	
Risk Mitigation Overview:	
Current Status of Risk:	
Probability (H/M/L):	
Impact (H/M/L):	

Financials: (Optional)

< Year > BUDGET				
	Original Budget	Last Approved Estimate	Actual Costs	Estimate at Completion
Budget Item 1				
Budget Item 2				
Budget Item 3				
Budget Item 4				
Budget Item 5				
Budget Item 6				
Actuals YTD				
Total				

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Date: < mm/dd/yy >

Staffing Status: (Optional)

Planned % of FTE Resource Allocation per Month						
	<Month> <year>	<Month> <year>	<Month> <year>	<Month> <year>	<Month> <year>	<Month> <year>
Project Role 1						
Project Role 2						
Project Role 3						
Additional Allocations Outside of Project Team						
Allocated Role 1						
Allocated Role 2						
Allocated Role 3						

Attachments/Reference Material: (Optional)