ITSD Project Status Report

Vendor:[*Enter Vendor Name*] Project: [*Enter Project Name*] Reporting Period: [*Enter Date*]

Project Status

- **G** Budget
- **G** Schedule
- **G** Resources

Overall % Complete

On Time Completion?

Yes/No

Current Resources w/ Allocation

	%
	%
	%
	%
	%

Vendor hrs this report

Pending Change Request Amount

$0.00

Change Request

Initiated	0
Under Review	0
Approved	0
Denied	0
Total CRs	0

Status Summary – *If a status is not green, please provide additional detail.*

Original Project End Date	Current Project End Date

Original PAQ Amount	Current PAQ Amount

Issues/Risks for Management Attention

Out of Scope Work Identified ? (Please Explain)

Deliverable / Payment Milestone Status

Deliverable	Status	% Complete	Estimated Start Date	Actual Start Date	Estimated End Date	Actual End Date	Late/Early in Days	PDAF Approval Date	Deliverable Cost	Cost Comparison
	G	XXX%	99/99/99	99/99/99	99/99/99	99/99/99	99	99/99/99	999,999.99	999,999.99
	Y									
	R									

Note: Cost Comparison is (Deliverable Cost * Percent Complete) **Total** . | $ | $ |

ITSD Project Status Report

Project Update

Tasks Planned for Next Period (*Enter Period Beginning and Ending Dates*)

ITSD Project Status Report

Open Issues

ID	Status	Description	Type	Priority	Assigned To	Create Date	Due Date	Close Date	Problem Resolution	Comments

Open Risks

ID	Status	Description	Type	Impact	Probability	Assigned To	Create Date	Close Date	Mitigation Plan	Comments

ITSD Project Status Report

Change Request Log

CR No.	Change Type	Reason	Priority	Submit Date	Submitted By	Status	Due Date	Close Date	Impact

Action Item Log

AI No.	Title	Description	Comments	Source	Assigned To	Date Due

ITSD Project Status Report

Holiday Log

Month	Holiday Name	Date

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Testing Status

Overall Test % Complete

G ↑   %

Outstanding Issues

Mandatory Testing Status

Status	Test Type	% Complete	Total	Completed	Passed	Failed	Resolved	Total	Resolved	Critical
			Test Cases					Bugs		
G ↑										
Y										
R ↓										

Testing Resources

ITSD

Vendor

Business

Status of Other Testing Defined in Test Plan

Status	Other Test	% Complete	Score	Times Executed	Critical	Other Information
G ↑						
Y						
R ↓						

ITSD Project Status Report
Instructions

Please delete these pages when creating an actual status report.

- Deliverable and Testing Indicators

  G Green - Expected to complete by Estimated End Date

  Y Yellow - May not be possible to complete by Estimated End Date

  R Red - Will not complete by Estimated End Date and decisions are needed

- Budget Indicators

  G Green - Expected to complete within budget

  Y Yellow - Additional funding may be required

  R Red - Funding decisions are required

- Schedule Indicators

  G Green – Project completion is expected within the planned schedule

  Y Yellow – Project completion may not be possible within the planned schedule

  R Red – Scheduling decisions are required

- Resources Indicators

  G Green - Acceptable involvement and participation of assigned project resources

  Y Yellow – Project may be impaired due to limited availability of key staff or skillsets are not adequate

  R Red – Project completion may not be possible due to absent key staff, changes in key staff, unresponsive staff or lack of required skills.