



ITSD Project Status Report



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

Project Status

- G Budget
- Schedule
- 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.*

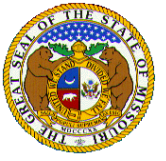
Original Project End Date	
Original PAQ Amount	Current PAQ Amount
Issues/Risks for Management Attention	
Out of Scope Work Identified ? (Please Explain)	

Deliverable / Payment Milestone Status										
Deliverable	Status	% Complete	Estimated Start Date	Actual Start Date	Estimated End Date	Actual End Date	Late/Early in Days	PDFAF 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 ↓									
Total									\$	\$

Note: Cost Comparison is (Deliverable Cost / Percent Complete)



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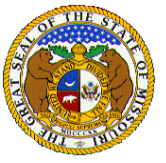


Project Update

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



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Open Issues

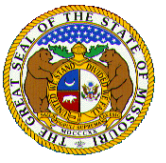
ID	Status	Description	Type	Priority	Assigned To	Create Date	Due Date	Close Date	Problem Resolution	Comments

Open Risks

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



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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




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Testing Status

Overall Test % Complete

 %

Outstanding Issues




Mandatory Testing Status										
Status	Test Type	% Complete	Test Cases					Bugs		
			Total	Completed	Passed	Failed	Resolved	Total	Resolved	Critical
										
										
										

Testing Resources

ITSD

Vendor

Business

Status of Other Testing Defined in Test Plan						
Status	Other Test	% Complete	Score	Times Executed	Critical	Other Information
						
						
						



ITSD Project Status Report Instructions



Please delete these pages when creating an actual status report.

- Deliverable and Testing Indicators



Green - Expected to complete by Estimated End Date



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



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

- Budget Indicators



Green - Expected to complete within budget



Yellow - Additional funding may be required



Red - Funding decisions are required

- Schedule Indicators



Green – Project completion is expected within the planned schedule



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



Red – Scheduling decisions are required

- Resources Indicators



Green - Acceptable involvement and participation of assigned project resources



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



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