**Status Reporting Template Instructions**

**Cut and paste the 7 lines below into a word doc for distribution.**

**PSS-### Project Title**

Sponsor: Functional Area (Sponsor last name) / Project Manager: (Last Name) / Health: **Green Lime Yellow Orange Red**

* **Health**: (if applicable, when changing).
* Details (multiple rows where necessary.
	+ Indent once if sub-info is to be included
		- Indent for additional data
* **Next Steps:** (separate with comma (,) and numbers (#) for multiple entries).

**Instructions**

**Below are instructions for filling out the status template. Follow steps a-g below.**

a) Project Title – *replace “Project Title” with the name of your project. If available, include the PSS number in front of the Project Name (ex. PSS-###).*

b) Sponsor - *add the functional area for the customer after “Sponsor:”* *Include the Sponsors last name in parens, following the functional area.*

c) Project Manager - *insert the* ***last*** *name of the Project Manager after ‘Project Manager:”*

d) Health: *choose your health color, and then delete the other colors that do not apply (* **Green Lime Yellow Orange Red**) *Use the following subjective info as a guide for selection.*

|  |
| --- |
| **Health** |
| **Green – On Target, No Risk** |
| **Lime – On Target, Minimal Risk, Minor Concerns, Under Control** |
| **Yellow – Target in Jeopardy, Risks Being Managed, Unknowns Exist** |
| **Orange - Slightly Off Target, Several Risks or Unknowns** |
| **Red – Off Target, High Risk, Multiple Concerns** |

e) Health: If the “heath” is changing insert an explanation of the change in health color after “Health:” This is required if the color is **Yellow, Orange, Red** or changing, but can be entered for any color.

f) Details - Explain the status of the project here in complete sentences ending with a period.

If needed, insert sub-ideas by pressing “ENTER” and indenting once.

Start a new bullet for each new idea presented.

Use as many bullets or sub-bullets as needed.

g) Next Steps: After “Next Steps:” insert the future steps that will be taken in order to complete the project. Separate additional steps with numbers enclosed in parentheses (ex. (1), (2), etc…). Use complete sentences separating additional steps with a comma (,).

***Example***

***Here is an example of a project entry using the status template.***

**PSS-123 Video Streaming Services**

Sponsor: Marketing (Kiley) / Project Manager: Pauliks / Health: **Yellow**

* **Health**: Risk continues to be “high” due to the timeline to complete the final deliverable.
* Team met to develop and document a Process Flow.
* Testing with PowerStream is underway in preparation for 10/16 event.
	+ Obtained copies of QuickTime Pro after Team identified this need.
		- Receipt pending
* **Next Steps:** Meet with Team to prepare for Pilot/Continue analysis.