

Status Report Sheet

Report a period honestly on one page, with real space for the two sections people skip: what slipped, and what you need from somebody else.

A one-page report for a period: what moved, what did not, what is at risk and what is needed next.

WRITE THE AWKWARD SECTIONS

The useful sections of a status report are the two people skip — what slipped, and what you need from somebody else. They are given real space here.

Project or area

Period covered

Reported by

Date

COMPLETED THIS PERIOD

NOT COMPLETED, AND WHY

AT RISK, OR NEEDING A DECISION

What	Why it matters	What is needed	From whom	By when

NEXT PERIOD

Planned