

STATUS

Project:	YYYYYYY-WW_STATUS_PROJECT_NAME_TEMPLATE.DOCX		
Created by:		Creation date:	
Receiver:			

Current status				
Step / Milestone	status	Actual state (coordination within the entire team)	Revised completion	Start date (do not change)
Total1				

Results achieved last reporting period (two weeks)		
Area / Part	Description of the	date

Results that should have been achieved in the last two weeks but have not yet been achieved.				
No.	Description / Consequence	Reduction of pent-up demand	Resp.	due date
1				
2				
3				
4				

Planned results for the next two weeks			
Planned date	Description of the	Resp.	Completion planned (Y/N)

Topics (I) / Risks (R) / Required decisions (D) - NEW				
type	Description / Consequence	Suggested solution / reduction	Resp.	due date
D				
D				
R				
R				

Weekly risk assessment - Ongoing				
type	Description / Consequence	Suggested solution / reduction	Resp.	due date
R				
R				
R				

1: **Green:** The team will manage to reach the milestone.

Yellow: The first milestone is missed, but the team will manage to deliver the project in the estimated time.

Red: The delivery date for the entire project must be postponed.

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Weekly risk assessment - ELIMINED				
type	Description / Consequence	Suggested solution / reduction	Resp.	date
R				
R				
R				

Current residual estimate external consultants: xx md. Previous period: xx md

1: **Green:** The team will manage to reach the milestone.

Yellow: The first milestone is missed, but the team will manage to deliver the project in the estimated time.

Red: The delivery date for the entire project must be postponed.