

15.568 S05

PROJECT STATUS REPORT OUTLINE

Give title of project, date of report, names of team members.

Provide a dashboard light of the overall prospects for achieving the project as laid out in the original project plan: green, yellow, or red

I. Accomplishments

Since the last report, list the significant accomplishments, not just activities but a mention of the value delivered or obtained. Mention any positive opportunities that have arisen.

II. Issues

List and explain the barriers or problems that have arisen since the last report. Explain these in terms of the uncertainties and risks as outlined.

III. Actions to be taken

List all specific action steps to be taken, other than those contained in the latest project plan revision, to take advantage of new opportunities or deal with new issues. State these actions in terms of tasks, milestones and deliverables. Indicate modifications to most recent tasks, etc.

IV. Reflections and Learning

Use this to report on how this project or the larger IS&T project have relevance to the latest completed topic module in 15.568. Also, beyond that, step back from project work and reflect on what you and the team are learning. Include particularly more or less personal surprises and challenges that were unexpected.

17 Feb 05