|  |  |  |  |
| --- | --- | --- | --- |
| **Govt. Monitor:** | *[Insert Name]* |  | **Executive Status Report - *<mm/dd/yyyy>*** |
| **Tech. Lead:** | *[Insert Name]* |  |
| **Project Lead:** | *[Insert Name]* |  | *<Program Name>* |
| **# Resources:** |  |  |
| **# Res. Needed:** |  |  | ***<Project Name>*** |
| **Resource Request. Approved. (Y/N):** |  |  |
| *Report Prepared By: <Author>* |

**EXECUTIVE MILESTONE OVERVIEW:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***ID*** | ***Executive Milestones (minimum three)*** | ***Status*** | ***Baseline***  ***Completion Date*** | ***Expected***  ***Completion Date*** | ***Degree (%) of***  ***Confidence*** | ***Change? (Yes, No, New)*** |
| E1 | *[Insert Executive Milestone]* |  |  |  |  |  |
| E2 | *[Insert Executive Milestone]* |  |  |  |  |  |
| E3 | *[Insert Executive Milestone]* |  |  |  |  |  |

**PROJECT STATUS SUMMARY:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Narrative Summary of Status*** | ***Schedule:*** | **GREEN** | ***Budget:*** | **YELLOW** | ***Issues:*** | **RED** |
| *< Add text>* | | | | | | |

**PROJECT MILESTONE STATUS REVIEW:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Project Plan ID*** | ***Project Milestones*** | ***Status*** | ***Baseline Completion Date*** | ***Expected Completion Date*** | ***Issues Exist (Yes/No)*** |
| *<ID>* | *[Insert Project Milestone]* |  |  |  |  |
| *<ID>* | *[Insert Project Milestone]* |  |  |  |  |
| *<ID>* | *[Insert Project Milestone]* |  |  |  |  |

**PLANNED ACCOMPLISHMENTS SUMMARY:**

|  |
| --- |
| ***Planned accomplishments for the coming two weeks:*** |
| * *< Insert bullet list of key planned activities>* |

**INTEGRATION MILESTONE STATUS REVIEW:**

*Milestones That Other Projects Are Dependent On:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***ID*** | ***Integration Milestones*** | ***Projects Dependent On Integration Milestone*** | ***Status*** | ***Baseline***  ***Completion Date*** | ***Expected***  ***Completion Date*** | ***Degree (%) of***  ***Confidence*** | ***Change? (Yes, No, New)*** |
| I1 | *[Insert Integration Milestone]* |  |  |  |  |  |  |
| I2 | *[Insert Integration Milestone]* |  |  |  |  |  |  |
| I3 | *[Insert Integration Milestone]* |  |  |  |  |  |  |

*Project or Integration Milestones from Other Projects That This Project Is Dependent On:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***ID*** | ***Project*** | ***Integration Milestone*** | ***Expected Completion Date*** | ***Complete***  ***(Y/N)*** | ***Integration Concerns (Y/N)*** |
| I4 | *[Insert Other Project’s Project Milestone]* |  |  |  |  |
| I5 |  | *[Insert Other Project’s Integration Milestone]* |  |  |  |
| I6 |  |  |  |  |  |

**PROJECT ISSUES SUMMARY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***ID*** | ***Priority*** | ***Issue Description*** | ***Impact Summary (Milestone, Schedule Scope, Resources, Space…)*** | ***Action Steps*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PROJECT RISK SUMMARY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***ID*** | ***Priority*** | ***Probability of Occurrence*** | ***Risk Description*** | ***Impact Summary (Milestone, Schedule Scope, Resources, Space…)*** | ***Response Strategy*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**EXECUTIVE ASSISTANCE REQUESTS:**

|  |  |  |
| --- | --- | --- |
| ***ID*** | ***Description including reference to milestone impacted*** | ***Action Requested*** |
|  |  |  |
|  |  |  |
|  |  |  |

**PROJECT NOTES:**

|  |
| --- |
| *< Add text>* |