



General Information

Project	
Team member	
Date range	
Status*	

Project Manager Alert

ID	Situation Requiring PM Attention	Recommended Action Plan

Accomplishments During Reporting Period

ID	Description of Accomplishment	Planned Completion	Date Completed	Comments

Activities in Progress

ID	Description of Activity	Planned Completion	Estimated Completion	Status*	Comments

Milestone Report for Next Week

ID	Description of Activity	Planned Completion	Estimated Completion	Status*	Comments

Watch List

ID	Issue or Risk to Watch	Action Plan

* Green: on schedule/on budget; yellow: somewhat behind schedule/somewhat over budget; red: behind schedule/over budget. : Green, yellow, red metrics should be agreed upon with sponsors during project initiation.