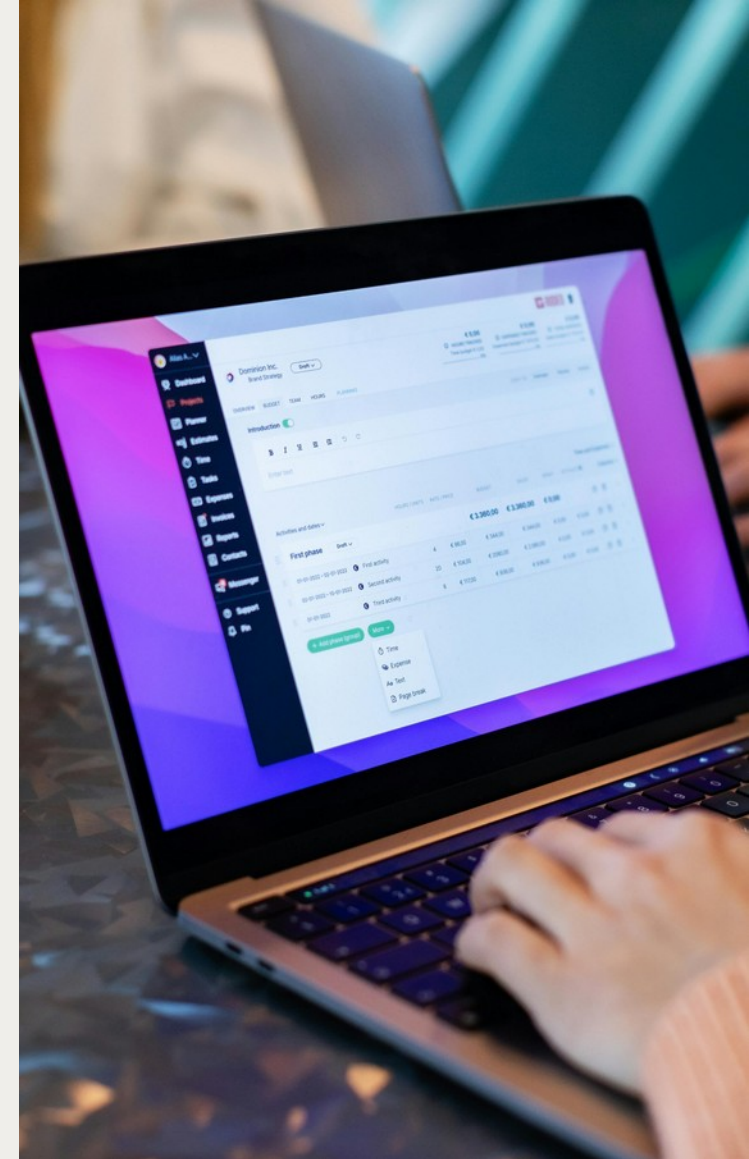


Comprehensive Project Status Update

Current Progress, Accomplishments, Risks, and Upcoming Deliverables Overview

Comprehensive Project Status Update



Project Update — Cover



Project Name

[Insert project name]



RAG Status Badge

[Red/Amber/Green] with one-line rationale



Project Owner and Date

[Name / Team] | Date: [Insert date]

Executive Summary & Overall Health



Overall Health

Green — brief narrative on what's driving the status



High-level Wins

1-2 wins tied to outcomes (customer value, reliability, delivery)



Top Risks

1-3 with immediate impact and whether mitigation is underway



Key Metrics Snapshot

delivery, quality, scope stability, and stakeholder readiness

Milestone Progress Tracker



Milestone 1: [Name]

Milestone 2: [Name]

Milestone 3: [Name]

Completion Checkmarks

Planned [Date]

Planned [Date]

Planned [Date]

Planned vs. Actual delivery
timeline with completed
checkmarks

Recent Accomplishments



Deliverable 1: [Name]

outcome and stakeholder impact



Deliverable 2: [Name]

outcome and stakeholder impact



Deliverable 3: [Name]

outcome and stakeholder impact



Deliverable 4: [Name]

outcome and stakeholder impact



Operational notes

what changed this period (scope, dependencies, learnings)



Upcoming Deliverables & Key Focus (Next 30 Days)



Focus Area 1: Planned Deliverables and Expected Outcomes

[Theme] — planned deliverables and expected outcomes



Focus Area 2: Dependencies and Critical Path Items

[Theme] — dependencies and critical path items



Focus Area 3: Quality Gates, Testing, and Readiness Activities

[Theme] — quality gates, testing, and readiness activities



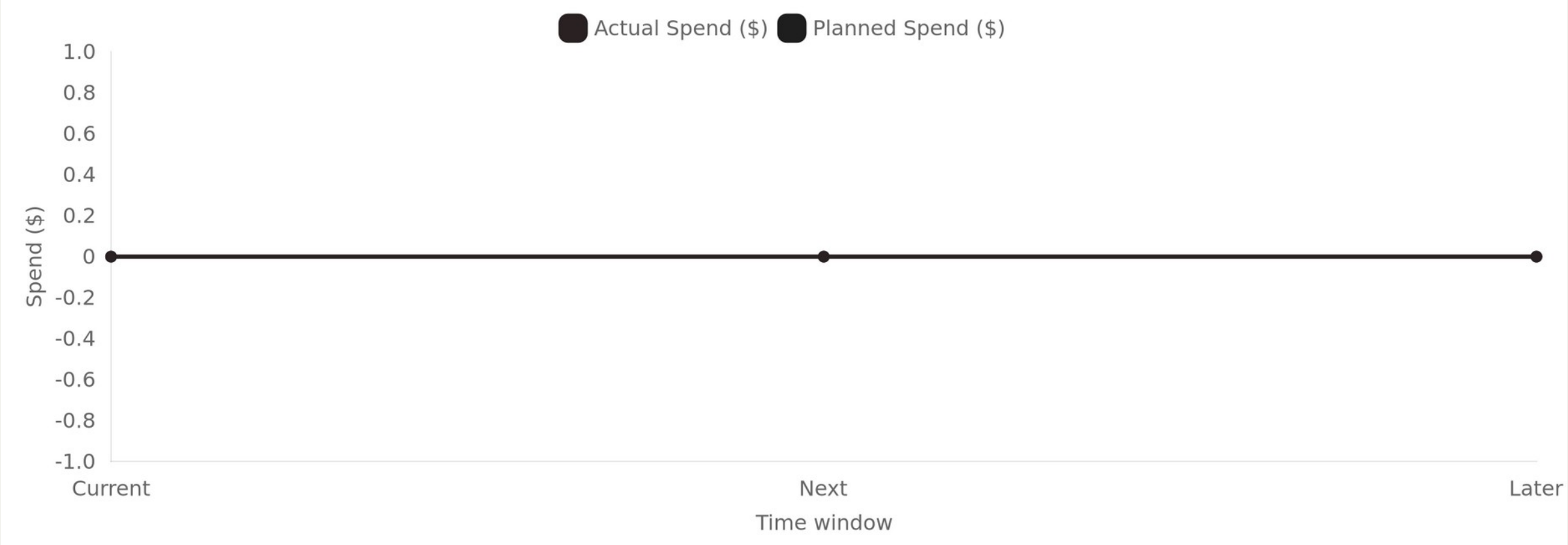
Decision and Support Needed from Leadership

[What leadership must unblock and by when]

Risk & Blocker Matrix

Risk / Blocker	Severity	Owner	Mitigation Strategy
[Risk A / Blocker A]	[Low/Med/High]	[Owner name]	[Mitigation + next action]
[Risk B / Blocker B]	[Low/Med/High]	[Owner name]	[Mitigation + next action]

Budget & Resource Utilization



Action Items & Next Steps

Owner	Action Item	Due Date	Status / Notes
[Name]	[Action 1]	[Date]	[Open / In progress / Done + note]
[Name]	[Action 2]	[Date]	[Open / In progress / Done + note]