

Weekly Status Update

This is a weekly e-mail sent out to keep all the major stakeholders up to date.

Template

Subject:

<MFI Name> Mifos Deployment Status Update - <from date> - <to date>

Body:

Project Status – [Green, Yellow, Red]

General indicator on the overall status of the project.

- Green means project is on schedule and there are no major issues.*
- Yellow means the project is somewhat delayed and/or there may be some major risks at the current point.*
- Red means the project is seriously at risk of being delayed and/or there are some major risks affecting the project and the entire project is at risk of failing.*

Road to Green

If the project has gone into the red, then add this section in to explain what steps are being taken to bring the project back on track and move it into "green".

Changes to Schedule

List any major changes that have been made to the project schedule. This could either be due to issues with the project or due to decisions of the pm and/or team.

Last Week's Accomplishments and Project Activities

List all of the tasks and targets reached since the last status update.

This Week's Planned Project Activities

List all of the tasks and targets that are scheduled to be completed before the next status update.

Risks/Slippage

Highlight any current risks to the project and any according slippage on the schedule.

Attachments

Include a copy of an updated project schedule (Preferably in Office 2003 format) and any other documents relevant to the status update (Signoffs with accompanying documentation, associated meeting notes, etc)