One Page Project Status with Description Document

This one pager shows a project status report with description and other details such as project name, ID, manager, description, project start date, budget variance details, current life cycle phase, project issues, project risks etc.

Project Name	Information Management	Week Ending	DD/MM/YYYY
Project ID	25BNM21	Project Manager	Charles

Description of the Project

The IT Team must manage the client information (Clark) effectively and deliver the final product according to the requirements

Project Start Date	6/10/2020	Project End Date	6/10/2021	% Complete	75%

This Project is...

Under Budget	Add text here	On Budget	$ 250	Over Budget	Add text here

Drivers Behind Budget Variance

This Project is	OK

Green *When* (definition of "Ok")	Yellow *When* (definition of "In Trouble")	Red *When* (definition of "In Danger")

Project Status	OK

🟢 (OK)	🟡 (In Trouble)	🔴 (In Danger)

Current Life Cycle Phase *(check one)*	❑ Build

❑ Concept	❑ Planning	❑ Design	❑ Build	❑ Training	❑ Implementation

Project Documentation

- ❑ Not Started
- ❑ In Development
- ❑ Revision Update
- ✓ Sent For Approval
- ❑ Others (Specify)

Resources

- ✓ Available
- ❑ Need To Access
- ❑ Need To Hire
- ❑ Release Resource(s)
- ❑ Others (Specify)

Material & Equipment

- ❑ Sent For Approval
- ❑ On Order
- ✓ Delivered
- ❑ Supplier Paid
- ❑ Other (Specify)

Project Issues - *These should support your assessment of the project status – hopefully in a way that can be quantified*

❑ Poor Quality	Project Overall quality declines by 15%
❑ Design issues	Project Overall quality declines by 10%
❑ Technical Issues	Project Overall quality declines by 12%

Project Risks

❑ Schedule Risk	Add Text Here
❑ Project Dependencies	Add Text Here
❑ Technology Risk	Add Text Here