**Status Report**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Schedule Summary | | | | | |
| Measure | % Compete | Duration | Baseline Comp. Date | Last week Comp. Date | This week Comp. Date |
| Phase 1 – Start Date | [enter % complete] | [# of days] | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 1 – Design Build | 100% | 32 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 1 – Unit Testing | 100% | 11 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 2 – Start Date | 100% | 11 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 2 – Test Phase 1 | 100% | 11 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| OtherWork | 100% | 13 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 2 – Final Testing | 95% | 10 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Other Work | 0% | 60 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 3 – Start Date | 0% | 25 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 3 – Planning | 0% | 25 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 3 – Coding | 0% | 30 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Phase 3 – Testing | 0% | 15 d | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| Project Completed | [enter %] | [enter days] | [Completion Date] | [Last Week’s Date] | [This Week’s Date] |
| **Scope, # Days** | **[Totals]** | **[Totals]** | **E.g. 49** | **264** | **264** |
| **Scope, # Tasks** | **[Totals]** | **[Totals]** | **45** | **81** | **81** |

**Acceptance Criteria**

|  |  |  |
| --- | --- | --- |
| Measure | Number | Percentage |
| Total Acceptance Criteria | 200 | 100% |
| Pass | 150 | 75% |
| Fail | 50 | 25% |
| Untested | 0 | 0% |
| Removed | 0 | 0% |

**Bug Metrics**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Bug Metrics | | | | | | |
| Status | Highest | Medium | Low | Lowest | Not Assigned | Total |
| Closed | 5 | 20 | 15 | 1 | 1 | 40 |
| Open | 5 | 3 | 1 |  |  | 8 |
| Resolved | 1 | 2 | 1 |  |  | 4 |

**Issues**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Owner | Details | H / M / L |
| #1 | <Owner Name> | Details of issue, next steps, recommendations | High/Med/Low |
| #2 | <Owner Name> | Details of issue, next steps, recommendations | High/Med/Low |
| #3 | <Owner Name> | Details of issue, next steps, recommendations | High/Med/Low |
| #4 | <Owner Name> | Details of issue, next steps, recommendations | High/Med/Low |
| #5 | <Owner Name> | Details of issue, next steps, recommendations | High/Med/Low |

**Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Owner | Tasks Completed | Tasks To Do |
| #1 | <Owner Name> | Details of task completed | Details of task to be completed |
| #2 | <Owner Name> | Details of task completed | Details of task to be completed |
| #3 | <Owner Name> | Details of task completed | Details of task to be completed |
| #4 | <Owner Name> | Details of task completed | Details of task to be completed |
| #5 | <Owner Name> | Details of task completed | Details of task to be completed |