

# Project Status Summary

[Project Name]

[Month Year]

Project Number:

SeRTS/HEAT:

Prepared By:

Submitted Date:

## Executive Summary

- 
- 

## Accomplishments This Reporting Period

| Phase              | Progress Achieved This Period |
|--------------------|-------------------------------|
| Project Initiation |                               |
| Project Planning   |                               |
| Requirements       |                               |
| System Design      |                               |
| Project Execution  |                               |
| Build              |                               |
| Test               |                               |
| Syst Acceptance    |                               |
| Implementation     |                               |
| Project Close-Out  |                               |

## Planned Activities for Next Period

| Phase              | Action Item                       | Assigned To | Due Date |
|--------------------|-----------------------------------|-------------|----------|
| Project Initiation | Prepare monthly status report     |             |          |
| Project Planning   | Manage overall project activities |             |          |
| Requirements       |                                   |             |          |
| System Design      |                                   |             |          |
| Project Execution  |                                   |             |          |
| Build              |                                   |             |          |
| Test               |                                   |             |          |
| Syst Acceptance    |                                   |             |          |
| Implementation     |                                   |             |          |
| Project Close-Out  |                                   |             |          |

**Schedule**

| Project Phase      | Planned Start | Actual Start | Planned End | Actual End | Explanation of Variance |
|--------------------|---------------|--------------|-------------|------------|-------------------------|
| Project Initiation |               |              |             |            |                         |
| Project Planning   |               |              |             |            |                         |
| Requirements       |               |              |             |            |                         |
| System Design      |               |              |             |            |                         |
| Project Execution  |               |              |             |            |                         |
| Build              |               |              |             |            |                         |
| Test               |               |              |             |            |                         |
| Syst Accept        |               |              |             |            |                         |
| Implementation     |               |              |             |            |                         |
| Project Close-Out  |               |              |             |            |                         |

**Deliverable Acceptance Log**

| Deliverable Name | Review Sent Date | Approval Sent Date | Action (Approve/Reject) | Action Date |
|------------------|------------------|--------------------|-------------------------|-------------|
|                  |                  |                    |                         |             |
|                  |                  |                    |                         |             |

**Change Control Log**

Total Requests Submitted This Period: 0    Total Requests Closed This Period: 0  
 # of Open Requests: 0    # of Requests Overdue for Approval: 0

| Change Number | Log Date | Initiated By | Description | Action (Approve/Reject) | Action Date | Reject Description |
|---------------|----------|--------------|-------------|-------------------------|-------------|--------------------|
|               |          |              |             |                         |             |                    |
|               |          |              |             |                         |             |                    |

**Issues**

Total Issues Submitted This Period: 0    Total Issues Closed This Period: 0  
 # of Open Issues: 0    # of Issues Overdue for Approval: 0

| Issue Action Plan |          |          |             |        |       |          |        |
|-------------------|----------|----------|-------------|--------|-------|----------|--------|
| IS #              | Date     | Priority | Description | Action | Owner | Due Date | Status |
| 1                 |          |          |             |        |       |          |        |
|                   | Summary: |          |             |        |       |          |        |
| 2                 |          |          |             |        |       |          |        |
|                   | Summary: |          |             |        |       |          |        |
| 3                 |          |          |             |        |       |          |        |
|                   | Summary: |          |             |        |       |          |        |
|                   |          |          |             |        |       |          |        |