

Date:

Project Status:

In good shape

At risk of going off track Out of control

Tasks Accomplished:

What work have you completed?

Tasks in Progress:

What are you currently working on?

Planned Tasks:

What work do you still need to start?

Issues:

What challenges have you experienced? What steps did you (or will you) take to

solve them?

Questions for Discussion:

What do you need to talk with your project manager about?