

Northwind Customer Portal

Status report, week 12

Fictional project. Sample values for an editable template. Replace the bracketed placeholders with your own project data.

Reporting period: [Week of __]

Prepared by: [Project lead name] | Audience: [Steering group]

INSIDE

Executive summary

Status, KPIs, milestones

Workstreams and budget

Risks, blockers, decisions

Next week and appendix

Week 12: on track overall, one risk needs a decision

Overall status

AT RISK

Two workstreams slipping

Complete

62%

Plan: 66% at this week

Budget used

58%

\$278K of \$480K (sample)

Milestones

9 / 14

1 late, 2 due next week

Summary

- Login and account recovery finished on schedule; payments integration is 1 week behind (see risk R-02).
- Budget is on plan at 58% used against 56% of scope delivered (sample figures).
- Decision needed by Friday: approve a vendor change for the payments sandbox (D-01).
- Next week: close two milestones and start the user acceptance test plan.

Workstreams at a glance

Workstream	Owner	% complete	Next milestone	Due	Status
Accounts and login	J. Park	100%	Recovery flow sign-off	Done	DONE
Billing and payments	M. Okafor	48%	Sandbox payments live	Wk 13	AT RISK
Dashboard	L. Chen	71%	Usage chart review	Wk 13	ON TRACK
Notifications	R. Silva	55%	Email template pack	Wk 14	AT RISK
Data migration	S. Haddad	80%	Final dry run	Wk 13	ON TRACK
Testing and QA	A. Rivera	34%	UAT plan approved	Wk 15	ON TRACK

Status uses text labels (ON TRACK, AT RISK, OFF TRACK, DONE), so it still reads in black and white.