

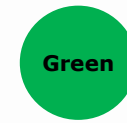
Project: [Project Name] ([Project Number])

Business Owner: [Champion, Sponsor Name(s)]

Project Manager: [Project Manager Name]

Status Update

[Week Ending date]



Schedule



Resources



Cost

Key Accomplishments

- ✓ [Epic Name]
 - [Story Accomplishment]
 - [Story Accomplishment]
- ✓ [Epic Name]
 - [Story Accomplishment]
 - [Story Accomplishment]
- ✓ [Epic Name]
 - [Story Accomplishment]
 - [Story Accomplishment]
- ✓ [Epic Name]
 - [Story Accomplishment]
 - [Story Accomplishment]

Upcoming Activities

- Scrum Update: [Date]
- [Activities / Stories]
 - [Activity Description], [Team]
- [Activities / Stories]
 - [Activity Description], [Team]
- [Activities / Stories]
 - [Activity Description], [Team]
- See Key Milestones

Key Milestones

<u>Milestone</u>	<u>Due Date</u>	<u>Revised Date</u>	<u>Status</u>
[Epic Name]	[Y.M.D]	[Y.M.D]	[Status]
[Epic Name]	[Y.M.D]	[Y.M.D]	[Status]
[Epic Name]	[Y.M.D]	[Y.M.D]	[Status]

Key Decisions, Blockers, Issues, Risks, Mitigations

- **Decision**: [Story Decision Description, Date]
 - [Decision made]
- **Blocker**: [Story Blocker Description, Date]
 - **Mitigation**: [Mitigation Plan, Get to 'Green', Expected Date]
 - **Mitigated**: [Description, Date]
- **Issue**: [Story Issue Description, Date]
 - **Mitigation**: [Mitigation Plan, Get to 'Green', Expected Date]
 - **Mitigated**: [Description, Date]
- **Risk**: [Story Risk Description, Date]
 - **Mitigation**: [Mitigation Plan, Get to 'Green', Expected Date]
 - **Mitigated**: [Description, Date]