



APPENDIX A.2 - PROJECT STATUS REPORT

DO NOT INCLUDE IN PROPOSAL CONTENT

APPENDIX A.2 BECOMES AN EXHIBIT TO RESULTANT AGREEMENT



APPENDIX A.2 - PROJECT STATUS REPORT

I. GENERAL

Project Start Date: _____

Project Title: _____

Project Requestor: _____

Executive Sponsor: _____

Project Objective: _____

Report Prepared by: _____ Title: _____

Telephone No: _____ Email: _____

Preparation Date: _____ Reporting Period: _____

Project is: <input type="checkbox"/> On Schedule <input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> Behind Schedule
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II. CURRENT ACTIVITY

Work not initiated or completed per the Detailed Work Plan

Detailed Work Plan Task No.	Activity Description	Status

III. SIGNIFICANT ACCOMPLISHMENTS FOR CURRENT PERIOD

IV. ACTIVITIES PLANNED FOR THE NEXT MONTH



V. RISK AND ISSUE MANAGEMENT

All risks and issues associated with the project are documented under the DMH Project Management Methodology (PMM). Risks and issues categorized with **Probability** of **High**, **Impact** of **High** and a **Timeframe** of **Short** will be listed in this section of the Project Status Report.

ID	Risk / Issues (Describe the risk or issue in simple terms, provide details)	Probability (High)	Impact (High)	Timeframe (Short)	Response (Mitigate, Watch, Accept)
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Explanation of Categories:

- **Probability (High):** Most certainly or very likely to occur.
- **Impact (High):** Significant impact to project scope, cost or schedule which is likely to threaten and undermine project completion.
- **Timeframe (Short):** A three (3) month or less estimation as to how long the risk will be relevant.
- **Response (Mitigate, Watch, Accept):** Resolve through mitigation, watch to monitor development, or accept and develop a contingency plan.