

Date	3/6/20
Timeline Status	
Budget Status	
Resources Status	
Project Name	
Project Manager	
Short Narrative (1-2 sentences)	
Target Launch Date	
Current Stage/Sprint/Phase	
Upcoming Milestones and Delivery Dates	
Change Orders? Signature status/expected ink date?	
EV (% complete vs budget / weighted by major tasks)	
Weekly Forecast	
Current Month Forecast	
Total Project Budget	
Remaining Budget	
Top 3 Current Risks on Project and Plan to Address	
1	
2	
3	
Is there anything the executive team can assist with?	
Number of Jira Issues pending (x of y) - validation and tasks split	
<i>Are they up to date?</i>	
<i>Do they all have estimates?</i>	
Number of validation issues	
Validation experience	
UAT Plan	
Are there any constraints that will impact the delivery timeline?	
<i>TK Resources - Vacations, LOA, PTO, etc.</i>	
<i>Client Resources - Vacations, LOA, PTO, etc.</i>	
<i>TK and Client Corporate Events - Trade Shows, Companywide Meetings, etc.</i>	
<i>Holidays, Dark Periods, etc.</i>	
Status Reports	
Stakeholder Meetings - scheduled	
Performance narrative	
Action Items	