|  |  |  |
| --- | --- | --- |
| **General information** | | |
| **Report prepared by:** | [YG PM is the author] | **Summary**:  A few lines here to serve as executive summary |
| **Reporting period:** | Usually a week, maximum two weeks duration |

|  |  |  |
| --- | --- | --- |
| **Dashboard** | | |
| **Overall status**  **⮋ Controlled ⮋ Caution ⮋ Critical** | | |
|  | **Status** | **Reason for Deviation (Comments)** |
| **Budget**: |  | Provide sufficient information to describe why budget status is:   * Controlled: on track, no risk; * Caution: small adjustments may be needed in order to return to the “controlled” phase; or * Critical: Changes required, potentially a full re-plan. |
| **Schedule:** |  | Schedule is at risk until the French translation plan is completed, and the content status for restricted and unrestricted beta are decided.  Early indicators that French translation not complete until late January risks the current timeline. |

|  |
| --- |
| **Accomplishments and plans** |
| ***Accomplished during this reporting period* (Date from – to, year)** |
| * List out tasks that were completed, milestones accomplished, or decisions made last week. |
| ***Plans for next reporting period* (Date from – to, year)** |
| * List out tasks that are in progress, to be started, or completed in the next reporting period (usually a week) * If the team is large, indicate who is responsible for each task in brackets at the start or end of each line. |

|  |  |  |
| --- | --- | --- |
| **Project milestones** | | |
| **Name** | **Date scheduled** | **Status (Use: on track, at risk or failed.)** |
| SOW signed | Date |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |