| | | |
|---|---|---|
| **Govt. Monitor:** | *[Insert Name]* | |
| **Tech. Lead:** | *[Insert Name]* | **Executive Status Report - *<mm/dd/yyyy>*** |
| **Project Lead:** | *[Insert Name]* | |
| **# Resources:** | | *<Program Name>* |
| **# Res. Needed:** | | |
| **Resource Request. Approved. (Y/N):** | | ***<Project Name>*** |
| | | *Report Prepared By: <Author>* |

**EXECUTIVE MILESTONE OVERVIEW:**

| ID | Executive Milestones (minimum three) | Status | Baseline Completion Date | Expected Completion Date | Degree (%) of Confidence | Change? (Yes, No, New) |
|---|---|---|---|---|---|---|
| E1 | *[Insert Executive Milestone]* | | | | | |
| E2 | *[Insert Executive Milestone]* | | | | | |
| E3 | *[Insert Executive Milestone]* | | | | | |

**PROJECT STATUS SUMMARY:**

| *Narrative Summary of Status* | *Schedule:* | **GREEN** | *Budget:* | **YELLOW** | *Issues:* | **RED** |
|---|---|---|---|---|---|---|
| *< Add text>* | | | | | | |

**PROJECT MILESTONE STATUS REVIEW:**

| Project Plan ID | Project Milestones | Status | Baseline Completion Date | Expected Completion Date | Issues Exist (Yes/No) |
|---|---|---|---|---|---|
| *<ID>* | *[Insert Project Milestone]* | | | | |
| *<ID>* | *[Insert Project Milestone]* | | | | |
| *<ID>* | *[Insert Project Milestone]* | | | | |

**PLANNED ACCOMPLISHMENTS SUMMARY:**

| *Planned accomplishments for the coming two weeks:* |
|---|
| • *< Insert bullet list of key planned activities>* |

**INTEGRATION MILESTONE STATUS REVIEW:**

*Milestones That Other Projects Are Dependent On:*

| ID | Integration Milestones | Projects Dependent On Integration Milestone | Status | Baseline Completion Date | Expected Completion Date | Degree (%) of Confidence | Change? (Yes, No, New) |
|---|---|---|---|---|---|---|---|
| I1 | *[Insert Integration Milestone]* | | | | | | |
| I2 | *[Insert Integration Milestone]* | | | | | | |
| I3 | *[Insert Integration Milestone]* | | | | | | |

*Project or Integration Milestones from Other Projects That This Project Is Dependent On:*

| ID | Project | Integration Milestone | Expected Completion Date | Complete (Y/N) | Integration Concerns (Y/N) |
|---|---|---|---|---|---|
| I4 | *[Insert Other Project's Project Milestone]* | | | | |
| I5 | | *[Insert Other Project's Integration Milestone]* | | | |
| I6 | | | | | |

**PROJECT ISSUES SUMMARY:**

| ID | Priority | Issue Description | Impact Summary (Milestone, Schedule Scope, Resources, Space…) | Action Steps |
|---|---|---|---|---|
| | | | | |
| | | | | |

**PROJECT RISK SUMMARY:**

NOTE:  Instructions for completing this document are provided in the "Executive Status Report Instructions" document.

*[Insert appropriate disclaimer(s)]*

| ID | Priority | Probability of Occurrence | Risk Description | Impact Summary (Milestone, Schedule Scope, Resources, Space…) | Response Strategy |
|----|----------|---------------------------|------------------|----------------------------------------------------------------|-------------------|
|    |          |                           |                  |                                                                |                   |
|    |          |                           |                  |                                                                |                   |
|    |          |                           |                  |                                                                |                   |

**EXECUTIVE ASSISTANCE REQUESTS:**

| ID | Description including reference to milestone impacted | Action Requested |
|----|-------------------------------------------------------|------------------|
|    |                                                       |                  |
|    |                                                       |                  |
|    |                                                       |                  |

**PROJECT NOTES:**

| < Add text> |
|---|
|  |

NOTE:  Instructions for completing this document are provided in the "Executive Status Report Instructions" document.

*[Insert appropriate disclaimer(s)]*