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**<Project Name>  
Status Assessment**

**Version <1.0>**

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Status Assessment	Date: <dd/mmm/yy>
<document identifier>	

### Revision History

Date	Version	Description	Author
<dd/mmm/yy>	<x.x>	<details>	<name>

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## Status Assessment

### 1. Introduction

*[The introduction of the **Status Assessment** should provide an overview of the entire document. It should include the purpose, scope, definitions, acronyms, abbreviations, references, and overview of this **Status Assessment**.]*

#### 1.1 Purpose

*[Specify the purpose of this **Status Assessment**.]*

#### 1.2 Scope

*[A brief description of the scope of this **Status Assessment**; what Project(s) it is associated with, and anything else that is affected or influenced by this document.]*

#### 1.3 Definitions, Acronyms and Abbreviations

*[This subsection should provide the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Status Assessment**. This information may be provided by reference to the project Glossary.]*

#### 1.4 References

*[This subsection should provide a complete list of all documents referenced elsewhere in the **Status Assessment**. Each document should be identified by title, report number (if applicable), date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

#### 1.5 Overview

*[This subsection should describe what the rest of the **Status Assessment** contains and explain how the document is organized.]*

### 2. Resources

#### 2.1 Personnel/Staffing

*[Status of personnel. Report any issues or concerns.]*

#### 2.2 Financial Data

*[Current costs and revenue compared to the plan.]*

### 3. Top 10-Risks

*[Report the status of the top 10-risks.]*

### 4. Technical Progress

*[Report technical progress using metrics snapshots, etc.]*

### 5. Major Milestone Results

*[Report the status of major milestones to date.]*

### 6. Total Project/Product Scope

*[Report status of project or product scope.]*

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## 7. Action Items and Follow-through

*[A list of action items and their current status.]*

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