



PRODUCT DEVELOPMENT STATUS REPORT

Date:

Direct Supervisor:

Report prepared by:

SUMMARY STATEMENT/DESCRIPTION

Summarize the status of the project/initiative

COMPLETED TASKS

Since the last report the following tasks have been completed

TASK

OWNER

Controlled
Caution
Critical

ISSUES

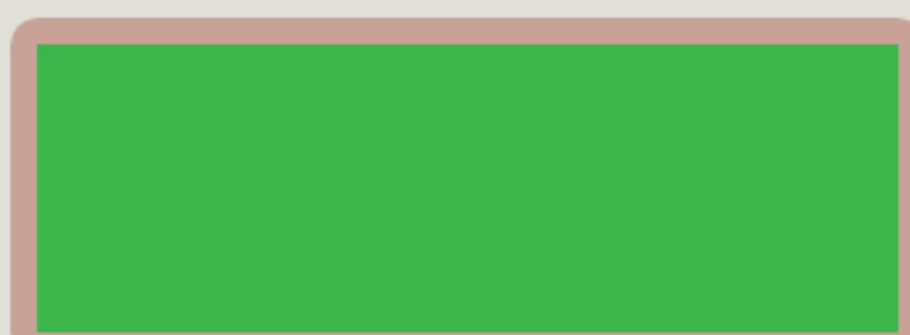
The project has identified the following issues.

IMPACT

DESCRIPTION

OWNER

MITIGATION
STRATEGY



PLANNED ACTIVITIES

The following activities and tasks are planned

ACTIVITY/TASK

OWNER

DUE DATE

(Optional) RECOMMENDATIONS

Identify any recommended actions based on the status of the project