TEMPLATE 8

Status Update to Leadership

PURPOSE: *Give your leadership a one-page status they can read in two minutes: where you stand, what you have done, what is at risk, and what you need from them.*

Team / Project: *Enter name*	**Date:** *MM/DD/YYYY*	**Prepared by:** *Enter name*	**Overall status:** *On track / At risk / Behind*

SUMMARY

Overall status in one sentence	*On track / At risk / Behind, and the single most important thing a reader should know*

KEY ACCOMPLISHMENTS

Achievement	Impact

PROGRESS ON PRIORITIES

Priority	Status	Brief update

CHALLENGES & RISKS

Challenge	Impact	Mitigation plan

NEEDS / ASKS

Specific request 1	*A decision, a resource, a removal of an obstacle; name who you need it from and by when*

Specific request 2	

UPCOMING MILESTONES

Date	Milestone

QUESTIONS OR CONCERNS

Your availability for discussion	*When and how leadership can reach you*

> **Pro Tip:** Lead with the status, not the story. Executives read the first line and decide whether to read the rest; make sure the first line tells them whether to worry.