|  |  |
| --- | --- |
| Project Name |  |
| Date Prepared |  |
| Go-Live |  |
| Executive Sponsor(s) |  |
| Project Manager |  |

***Business days remaining to Go-Live: xx***

**Last week's accomplishments:**

**This week's work**:

**Project Assessment (Green = on track; Amber = items causing impact; Red = items causing stop)**

* Schedule
  + Brief Comment
* Issues

1. List
2. List

* Risks

1. List
2. List

* Resources
  + Brief Comment