|  |  |
| --- | --- |
| 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