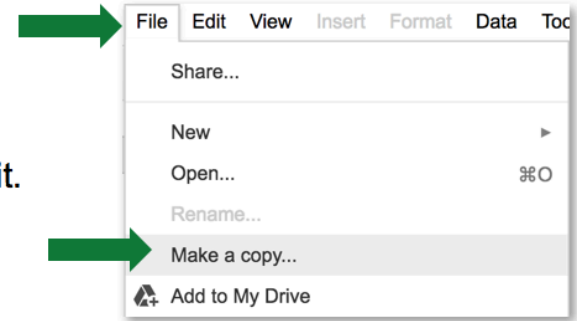## How to use this template:

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A3 Status Report Template

PROJECT TITLE	Title
TEAM LEAD / MANAGER	Name
SPONSOR / CLIENT	Name
DATE	MM/DD/YY
REPORTING PERIODS	
PROJECT START DATE	MM/DD/YY
ESTIMATED COMPLETION DATE	MM/DD/YY

PROJECT OVERVIEW

Description

PLAN VS. ACTUAL STATUS

Description

KEY PERFORMANCE INDICATORS

Description

ISSUES AND RISKS

ISSUE/RISK	IMPACT	MITIGATION PLAN
Issue	Description	Description

NEXT STEPS

ACTION ITEMS	DUE DATE	OWNER
Item 1	MM/DD/YY	Name
Item 2	MM/DD/YY	Name

REQUIRED RESOURCES

PERSONNEL	MATERIALS	EQUIPMENT
Name	Description	Description

LESSONS LEARNED

Description

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