**Microsoft Word A3 Status Report Template**

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| --- | --- |
| 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 |
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| --- | --- | --- | --- | --- | --- |
| NEXT STEPS |  |  |  |  |  |
| ACTION ITEMS | DUE DATE | OWNER |
| Item 1 | MM/DD/YY | Name |
| Item 2 | MM/DD/YY | Name |
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| REQUIRED RESOURCES |  |  |  |  |
| PERSONNEL | MATERIALS | EQUIPMENT |
| Name | Description | Description |
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| LESSONS LEARNED |  |  |  |  |
| Description |

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