**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12133&utm_source=template-word&utm_medium=content&utm_campaign=A3+Status+Report-word-12133&lpa=A3+Status+Report+word+12133)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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