

**Project Status/Watch List Report – [Month Year]
[Project Name (Acronym)]**

2. TECHNICAL SCOPE

(Include a 1-2 sentence concise summary of the project's scope—what is being constructed or fabricated?)

3. FEDERAL PROJECT DIRECTOR'S ASSESSMENT

(Concise, one paragraph summary.)

4. PROGRESS

- (Briefly describe project's progress since last month's reporting. What does Acquisition Executive and Pat Dehmer need to know?)

5. ISSUES AND RISKS

- (Focus on major/high-level issues that could potentially affect the technical/cost/schedule of the project. What does Acquisition Executive and Pat Dehmer need to know? Are the issues being addressed and how?)

6. ACTION ITEMS / DECISIONS / UPCOMING EVENTS:

- (Bulleted list of activities with due dates.)