**Attachment: Project Status Update (Notification) Form Template**

The **Project Status Update (Notification) Form** notifies stakeholders that a given project has been initiated and is proceeding, that various project milestones have been reached, and that various artifacts have been created. Key notification points include initial project request and assignment of project manager, receipt of client commitment and funds, and project closure.

Notifications can also be made for other project milestones such as proposal delivery.

Depending on the nature of a given project, the Project Manager can use discretion in deciding to utilize the Project Status Update (Notification) Form or another less formal means of notification (i.e. email).

# Office of Information Technology - Project Management Office

**Project Status Update**

**Provided by:** PM name

**Date:** mm/dd/yy

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Number** | **Project Name** | **Project Manager** | **Client/Organization** |
| xxxx-xxxx | project name | PM name | client name/organization |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Milestone** | **Status** | **Date** | ***Notes*** |
| Project request (NOC ticket) | P, C,  N/A | mm/dd/yy | *free text if necessary* |
| Project initiation |  |  |  |
| Project Charter |  |  |  |
| Technical Design |  |  |  |
| Project Budget or PBA |  |  |  |
| Proposal/PBA internal review |  |  |  |
| Proposal/PBA client review |  |  |  |
| Proposal/PBA client acceptance |  |  |  |
| Client LOI (funds commitment) |  |  |  |
| Client IPO (funds received) |  |  |  |
| Execution plan |  |  |  |
| Solution implementation |  |  |  |
| Project financial closure |  |  |  |
| *Project documentation archived* |  |  |  |

# Office of Information Technology – Project Management Office Project Status Update (continued)

**Additional Project Status Update Information:**

enter free-form text or

attach or reference other documents (e.g. meeting notes)