

# Course Status Report

Overall Status: **On Track**

Course Name: [Number & Name]

---

**Date:** [Month, Day, Year]

**Weeks:** [Week Duration]

**Phase:** [Phase Number & Name]

## Status Legend<sup>1</sup>

- On Track: Project is on schedule
- High Risk: At Risk, with a high risk of going off track
- At Risk: Milestone missed but date intact
- Off Track: Date will be missed if action not taken

The project is <b>[Status Color]</b> the weeks of <b>[Start Date]</b> - <b>[End Date]</b> , due to the following:	<ul style="list-style-type: none"><li>● [Task Item]</li><li>● [Task Item]</li><li>● [Task Item]</li></ul>
Issues:	<ul style="list-style-type: none"><li>● [Issue No. 1]</li><li>● [Issue No. 2]</li><li>● [Issue No. 3]</li></ul>
Milestones accomplished the weeks of <b>[ Start Date]</b> - <b>[ End Date]</b>	<ul style="list-style-type: none"><li>● [Milestone No.1]</li><li>● [Milestone No.2]</li></ul>
Milestones planned this week, but not achieved with variance:	<ul style="list-style-type: none"><li>● [Milestone No. 1]</li><li>● [Milestone No. 2]</li><li>● [Milestone No. 3]</li></ul>
Areas/questions for discussion:	[List/summarize topics here.]
Previous status report issues forwarded to this week:	[List/summarize topics here.]

## Contact Information

Academic Technologist:  
[First & Last Name]  
[Email]  
[Phone]

Course Lead:  
[First & Last Name]  
[Email]  
[Phone]

---

<sup>1</sup> Not Accessible Version