

# Steaming Kettle Consulting's One-Page Guide to Project Status Reporting

## 1: Brief, Simple Approach

**Prime Directive:** be efficient with readers' time.

Subject: Project Status: (Your Project Name), Period Ending (Date)

Colleagues,

Below is our status report for the most recent work period. Please let us know if you have any questions or concerns.

Accomplishments

- \* Revised project budget
- \* Visited construction site
- \* Tested new web site

In Progress

- \* Validating project requirements
- \* Reviewing bids
- \* Assessing damage caused by flood

Outstanding Issues

- \* Sponsor approval for capital purchase
- \* Review of press release

Verb first, past tense

Verb first, present tense

Solution language

Answers the question "How do we get unstuck?"

**Caution:** If you are putting in adverbs, adjectives, or names, you're probably wasting people's time.

## 2: Efficient for You

**Prime Directive:** Thoughtfully change "ing" to "ed" when things are going well.

Week 1

Accomplishments

- \* \_\_\_

In Progress

- \* \_\_\_
- \* \_\_\_

Outstanding Issues

Week 2

Accomplishments

- \* \_\_\_

In Progress

- \* \_\_\_

Outstanding Issues

**Caution:** Don't waste your time or readers' trust with text decoration like bold or color

## 3: Efficient for the Team

**Prime Directive:** teach your team to write this way. Cut and paste.

Barb

Accomplishments

- \* \_\_\_

In Progress

- \* \_\_\_

Outstanding Issues

- \* \_\_\_

Beth

Accomplishments

- \* \_\_\_

In Progress

- \* \_\_\_

Outstanding Issues

- \* \_\_\_

Belle

Accomplishments

- \* \_\_\_

In Progress

- \* \_\_\_

Outstanding Issues

Team

Accomplishments

- \* \_\_\_

In Progress

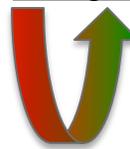
- \* \_\_\_

Outstanding Issues

**Caution:** Don't surprise the team with the efficiency.

## 4: Stand Tall With Outstanding Issues

**Prime Directive:** invite everyone to help the team get unstuck.



- Don't remove items from the list unless they're really resolved
- Most recent at the top of the list
- Solutions, not blame

**Caution:** This is the hardest writing to learn

## 5: Embrace the Power of White Space

**Prime Directive:** don't waste readers' time with excuses or explanations



- Got nothing done? Leave 'accomplishments' blank
- Doing nothing? Leave 'in progress' blank
- No troubles? Hooray! Leave 'outstanding issues' blank

**Caution:** Expect pointed questions, maybe an ulcer