

Project Status A3 Report Checklist

Project Title: _____
 Name : _____ Date: _____

Purpose: This checklist is to be used as self review or as a guide for obtaining feedback from peers or advisor.

Background

		Yes	No	N/A
1	Is the theme of the project clearly stated?			
2	Does the project relate to the goals of the company?			
3	Is the reason why the project was undertaken clear?			
4	What other information might be useful for the audience? Explain below.			

Comments / Notes:

Current Condition

		Yes	No	N/A
1	Is the current condition clear and logically depicted in a visual manner?			
2	Does it clearly show what progress has been made or what specific action has been taken?			
3	Does the current condition frame the problem or situation clearly, accurately, and objectively?			
4	Is the current condition quantified in some manner or is it too quantitative? Explain below.			

Comments / Notes:

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Results

		Yes	No	N/A
1	What results have been obtained in the project so far? Explain below.			
2	Are the results clearly indicated and quantified in some manner?			
3	Has improvement actually taken place?			
4	Are the right metrics provided to show improvement has been made?			
5	What else might explain the change in the metrics? Explain below.			
6	Have any areas been adversely affected by the changes?			
7	For areas where the improvement is not as great as expected, is it clear why or why not?			

Comments / Notes:

Unresolved issues / Follow-up action items

		Yes	No	N/A
1	What remaining problems exist in the project? Explain below.			
2	What needs to be done to achieve progress as planned? Explain below.			
3	What other items need to be conducted to sustain the gains and ensure success? Explain below.			
4	Who else needs to know about this result? Explain below.			

Comments / Notes: