

STATUS A3 REPORT CHECKLIST

BACKGROUND			DATE	PREPARED BY
1.	Clearly define the overall context of the project status. Project Name: _____	<input type="checkbox"/>		
2.	Identify target audience and project stakeholders. Client: _____ Stakeholder: _____	<input type="checkbox"/>		
3.	Define goals. Company goals _____ Project goals _____	<input type="checkbox"/>		
4.	Additional background information. _____ _____	<input type="checkbox"/>		

CURRENT CONDITION			DATE	PREPARED BY
1.	Graphically depict an overview of the current project condition (if a project Gantt chart exists, utilize it). Show before and after progress states.	<input type="checkbox"/>		
2.	If the current project progress and situation has not changed significantly, outline the work that has been completed against the project schedule and objectives. Identify clearly which tasks are behind schedule. Tasks at risk _____	<input type="checkbox"/>		
3.	Update current condition. Engineering drawings complete _____ Man-Hours used to date _____	<input type="checkbox"/>		
4.	Include updated project Gantt chart as an attachment to the A3 report.	<input type="checkbox"/>		

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RESULTS		DATE	PREPARED BY
1.	Update the following metrics: 1. Cost to date _____ 2. Cost scheduled to date _____ 3. Engineering progress _____ 4. Percent to completion _____ 5. Project forecast to completion _____ 6. Project forecast at completion _____	<input type="checkbox"/>	
2.	Verify the metrics are objective and quantified, not just subjective opinions.	<input type="checkbox"/>	
3.	Validate the report so that the metrics don't show progress unequally. Identify any areas that have slipped.	<input type="checkbox"/>	
4.	Make sure the metrics are an accurate basis for comparison and not just convenient points of data.	<input type="checkbox"/>	
5.	Define what areas have improved and what areas have not. Improved: _____ Worsened: _____	<input type="checkbox"/>	

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UNRESOLVED ISSUES/FOLLOW-UP ACTIONS		DATE	PREPARED BY
1.	<p>Identify what action items still need to be completed to finish the project. This should include work breakdown structure (WBS) tasks and deliverables.</p> <p>Items to be completed in upcoming period _____</p> <p>_____</p>	<input type="checkbox"/>	
2.	<p>If project performance is not in line with the plan, evaluate why and identify corrective actions to reduce project risk.</p> <p>Corrective actions _____</p> <p>_____</p>	<input type="checkbox"/>	
3.	<p>What project risks or hurdles still exist and what needs to be done with respect to those items to mitigate risk?</p> <p>Risk _____ Mitigation Plan _____</p>	<input type="checkbox"/>	
4.	<p>How are project stakeholders affected and do any issues need to be addressed?</p> <p>Stakeholder _____ Issue _____</p>	<input type="checkbox"/>	
5.	<p>Are any additional skill sets or training required?</p> <p>_____</p>	<input type="checkbox"/>	