



# CDC UNIFIED PROCESS CHECKLIST



## PROJECT STATUS REPORTING

### Purpose

The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to **Project Status Reporting** have been addressed.

### Activities Checklist

This section provides a checklist related to the practice of **Project Status Reporting**. The checklist can be used to assure that the project has completed the activities related to effective **Project Status Reporting**.

Project Status Reporting Checklist	
	Has project status reporting been incorporated into the Communication Management Plan?
	Has the necessary information that needs to be included as part of project status been identified and agreed upon by project stakeholders?
	Has the project team identified those individuals who need to receive project status reports?
	Has any sensitive information been identified that should not necessarily be distributed to the entire status report audience?
	Has this sensitive information been removed from the project status report for those that should not have access to it?
	Have project reporting mechanisms and frequency been defined and recorded?
	Has the project status report been completed and distributed as defined within the Communication Management Plan?

### Project Status Reporting Checklist (Ongoing/Iterative Activities)

- Prepare status report
- Distribute status report