

Departmental Status Report

Department: _____

Reporting Period: _____

Prepared By: _____

Date: _____

1. Executive Summary

2. Key Achievements

Description	Outcome/Impact

3. Ongoing Projects & Initiatives

Project/Initiative	Status	Next Steps	Owner

4. Issues, Risks & Mitigations

Issue/Risk	Impact	Mitigation

5. Action Items & Deadlines

Action Item	Responsible	Deadline	Status

6. Additional Comments/Requests
