

ACTION PLAN: WORKSTREAM STATUS

DATE:	OVERALL STATUS:
Headlines	Areas of Concern

Completed Tasks:

- _____
- _____
- _____
- _____

Risk:

- _____
- _____
- _____
- _____

Tasks in Progress:

- _____
- _____
- _____
- _____

Issue:

- _____
- _____
- _____
- _____

Upcoming Tasks:

- _____
- _____
- _____

Decision Points	Milestones/ Deliverables	Start Date	End Date	Status
Event:				
• _____	• _____	_____	_____	%
• _____	• _____	_____	_____	%
• _____	• _____	_____	_____	%

RISK AND ISSUES LOG

Item	Impacted Ares	Description	Mitigation/Next Steps	Status: New, In Progress
1				
2				
3				
4				
5				
6				
7				
8				
9				