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STAND-IN: *Person covering for you*

DATE: *Date of form*

CLIENT CONTACT INFO

Description of where the project currently stands. Normally about a paragraph.

A *RAG Status is also useful here. RAG Status is the name given to a simple color-coding of the status of an action or step in a process. It simply uses the Red, Amber and Green indicators of a traffic light to visually highlight its status.

KEY DATES & MILESTONES

[illegible]

UPCOMING DELIVERABLES

DATE	DESCRIPTION	RESPONSIBLE

I WILL BE HAPPY WHEN I GET BACK IF... *What would make my day to find done*

PRIORITIES *Things that take precedence over everything else*

- 1.
- 2.
- 3.

SPECIFIC INSTRUCTIONS *Detailed directions for your stand-in, team, client, etc.*

DECISION MAKING *Hierarchy of decision-makers on the project*

The chain of command for decision-making and relevant protocols among staff, stakeholders, sponsors, and clients. Include who should be involved, kept informed, and/or have input.

RESOURCES AND TOOLS *Information hubs and critical login info*

DOCUMENTATION & ASSETS *Location of important files, assets, emails, etc.*

DOC/ASSET	FILE NAME	LOCATION

PROJECT STAFFING *Team members and their responsibilities: People, PM, Developers, etc.*

NAME	ROLE	TASKS/DELIVERABLES	DUE