

Agile Project Status Report

Project Name: _____
Sprint/Iteration: _____
Report Date: _____
Prepared by: _____

1. Summary

Provide a brief overview of project status, key achievements, and overall progress since the last report.

2. Completed Work

Task/User Story	Status	Owner	Completion Date
Example: As a user, I can log in	Done	Sam	2024-06-01

3. In Progress

Task/User Story	Status	Owner	ETA
Example: As an admin, I can manage users	In Progress	Linda	2024-06-08

4. Upcoming Work/Next Steps

- e.g., Implement payment integration [Planned for Sprint 6]
- e.g., Complete user profile enhancements

5. Risks & Impediments

- e.g., Delay in API delivery from vendor (ETA: 2024-06-10)
- e.g., Resource constraint: Tester unavailable for 1 week

6. Metrics

Metric	Value	Trend
Velocity (Story Points Completed)	28	▲
Burndown Progress	On Track	▲

7. Action Items / Decisions

- e.g., Review sprint goals with stakeholders (Owner: Sarah, Due: 2024-06-03)
- e.g., Address resource allocation for testing