The Ultimate Checklist for **Effective Real Estate** Project Status Report

To ensure that your weekly status updates contain the essential information your stakeholders need, we've created a simple checklist you can use as a status report template:

1. Executive overview

- [ ] Project name
- [ ] Project summary
- [ ] Overall health and percent complete

2. Milestones and deliverables

- [ ] Planned start date, planned completion date
- [ ] Actual start date, actual completion date
- [ ] Planned budget, cost to date

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3. Issue, risk, and change management

- [ ] Open issues
- [ ] Open risks
- [ ] Open change requests

4. Team progress

- [ ] Tasks scheduled for this week
- [ ] Team progress
- [ ] Tasks scheduled for next week

Status reports are a critical part of your stakeholder management strategy. The checklist we've included here can be a good jumping off point when developing your own communication strategy.