

STOPLIGHT REPORT

Use the following to record 3-5 bullet points for completed work, work in progress, and stalled items (with reasons and needs).

Date

Department

Name



On-track-to-be-completed tasks, completed tasks, successes/wins, deliverables delivered, milestones met, issues that have been addressed.



Work in progress, planned actions/activities. If applicable, add timeframes for completion.



Stalled tasks, things that can't be completed at this time or closed tasks that weren't completed (with explanation).