

Top 5 Leadership Communication Tool

Name: <First Last Name>, <Formal Title>

Date: 02-JUL-21 Friday

Top 5 issues you are facing (e.g. if project related start with project name)

1. <Planview name (PVID)>

2.

3.

4.

5.

Top 5 “customers” updates (i.e. Scientists, Stakeholders, Internal or other External customers)

1. <Planview name (PVID)>

2.

3.

4.

5.

Top 5 accomplishments

1. <Planview name (PVID)>

2.

3.

4.

5.

Top 5 accomplishments planned for the following week

1. <Planview name (PVID)>

2.

3.

4.

5.

Project: <Planview name (number)>

Schedule	ON
Scope	OFF
Quality	ON
Benefits	OFF
Budget	ON

Red

Scope (R): PV Issue 157076 SOW is not signed

Amber

Schedule (A): PV Issue 175494 Based on initial timelines the schedule may impacted by 2-weeks for the SOW approval.

Benefits (A): PV Issue 157035 Data analysis not standardized

Benefits (A): PV Risk 157045 Requirements sessions found additional causes of inefficiency.

Green

None.

Comments:

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