

Status: [Status communicated in this report]

<Your company logo>

Document ID: [ID in your Document Management System]

Parent A3: [Parent ID if this report is part of a bigger initiative]

To: [Names of the intended recipients]

By: [Author]

Date: [Date when completed]

Background:

[What does your audience need to know to understand this report? What is in this report for your readers?

Explain relevant background information and highlight why this report is important.]

Current state:

[What changes have been already made?

Provide an accurate overview of the current state in relation to the overall project.]

Results:

[What impact has been achieved so far on the project?

Go to gemba to investigate and confirm facts and present them in a concise visual manner using quantitative metrics.]

Remaining issues / future actions:

[What needs to be accomplished to finish the project? Are the results so far in line with your expectations? What risks or roadblocks have been identified?]

Status: [Status communicated in this report]

Checklist for Status A3 Report Review:

- Status report is clearly stated and relevant to the organization.
- All facts are clear, confirmed and quantified.
- Status report indicates what has been achieved on the project and what still remains to be done.