

Status Report

The Safety Click Project

Process group: Monitoring and Controlling. **Purpose:** A reusable one-page status report. Section A is the blank template; Section B is a filled sample for a recent period so the format is shown in use.

Section A: Status Report Template

Field	Entry
Program	The Safety Click Project
Reporting period	[period]
Prepared by	Bobbi Jo Halladay
Date	[date]
Overall status (RAG)	[Red / Amber / Green]: [one-line summary]

Accomplishments this period

[accomplishment]

Planned for next period

[planned item]

Risks and issues

- [top RAID items with status]

Decisions needed / asks

- [decision or ask, or 'none']

Milestone tracker

Upcoming milestone	Target date	On track?
[milestone]	[date]	[Yes / At risk]

Section B: Sample Completed Report

Field	Entry
Program	The Safety Click Project
Reporting period	May 2026 (monthly)
Prepared by	Bobbi Jo Halladay
Date	June 1, 2026
Overall status (RAG)	Green: platform is live and stable; program is in its growth and feedback phase

Accomplishments this period

- Platform stable post-launch with no major outages
- Began collecting learner feedback through site comments and surveys
- Reviewed two lessons flagged as time-sensitive for accuracy

Planned for next period

- Complete the first full learner feedback cycle and log findings
- Refresh any lessons flagged during review
- Scope the B2B foundation concept [Confirm if pursuing]

Risks and issues

- R1 (bandwidth) and R3 (competing priorities) remain the active risks; managed with protected weekly time blocks.
- No open blocking issues.

Decisions needed / asks

- Decide whether the B2B offering is in scope for H2 2026.

Milestone tracker

Upcoming milestone	Target date	On track?
First learner feedback cycle complete	Q3 2026	Yes
B2B concept defined	H2 2026	At risk (scope TBD)