



RPM

Status Update Framework

By using the **Reflect - Present - Map (RPM) Status Update Framework**, you can effectively communicate project updates to stakeholders in a structured and engaging manner, ensuring they remain informed and involved throughout the project.



Reflect

Summarize the progress made since the last update, including completed tasks, milestones, learnings, and challenges.



Present

Provide a snapshot of the current project status, ongoing activities, and stakeholder engagement.



Map

Outline the upcoming plans, milestones, and expectations, along with opportunities for stakeholder involvement.



RPM - Status Update Framework



Reflect on the progress made

Begin your status update by summarizing the key activities, milestones, or achievements that have been completed since the last update. Be specific and use data or metrics to support your claims.

This section should include

- Completed tasks and milestones
- Key learnings and insights
- Challenges encountered and resolved
- Stakeholder feedback received and addressed

Discuss current status

Provide a snapshot of the project's current status. This should include updates on ongoing activities, current challenges, and any adjustments made to the project plan.

This section should include

- Current project phase and progress toward objectives
- Ongoing tasks and activities
- Any new or persisting challenges and steps taken to address them
- Updates on resource allocation and budget usage

Outline upcoming plans

Look ahead to the future and share your plans for upcoming activities, milestones, or project phases. This section should create a sense of anticipation and provide a clear roadmap for stakeholders.

This section should include

- Upcoming tasks, milestones, and deadlines
- Expected challenges and risk mitigation strategies
- Key decisions or approvals required from stakeholders
- Any anticipated changes to the project plan, scope, or budget



Status Update: April 2023



Reflect on the progress made

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aliquam tincidunt mauris eu risus.
- Vestibulum auctor dapibus neque.
- Nunc dignissim risus id metus.
- Cras ornare tristique elit.
- Vivamus vestibulum nulla nec ante.
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Discuss current status

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Outline upcoming plans

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