Product status account – [Project]

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| --- | --- | --- | --- |
| **Report Scope** |  | | |
| **Date Produced** |  | | |
| **Product Status (repeated for each product included in the report scope)** | | | |
| **Product Identifier** |  | | |
| **Product Title** |  | | |
| **Version** |  | | |
| **Status and date of status change** |  | | |
| **Product State** |  | | |
| **Owner** |  | | |
| **Copy-holders** |  | | |
| **Location** |  | | |
| **User(s)** |  | | |
| **Producer** |  | **Date Allocated** |  |
| **Baseline Date planned** |  | **Actual** |  |
| **Planned date of next baseline** |  | | |
| **List of related items** |  | | |
| **List of related Issues and risks** |  | | |

Guidance on how to complete

***(Note: following completion of the Product status account the pages beyond this point can be deleted)***

## Purpose

Information about the state of products should be maintained and may be presented, within defined limits, in a product status account. The limits can vary. For example, the report could cover the entire project, a particular management stage, a particular area of the project or the history of a specific product. It is particularly useful if the project manager wishes to confirm the version number of products.

The product status account may be derived from:

* configuration item records
* a stage plan.

PRINCE2 does not define the composition, format and presentation or quality criteria for this product. This template is provided by way of example.