****

**Project Status Report**

**Project Name:**

**Department:**

**Focus Area:**

**Product/Process:**

**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
|  |  |
|  |  |
|  |  |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 |  |  | Document created |
|  |  |  |  |
|  |  |  |  |

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# PROJECT STATUS REPORT PURPOSE

[Replace this text with a summary of the report′s purpose in reference to your specific project needs, or use the sample text below.]

The Project Status Report is a document that Project Managers may use as a means of formal regular reporting on the status of a project to key project stakeholders, including the Steering Committee, Project Sponsor, and Senior Manager.


# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

[Replace this text with project status details for your key project stakeholders, focusing on milestone deliverables. This Report must include the following points, though more may be added:]

* [Status of the Project]

* + [Project Description.]

* + [Milestone Deliverables for the last reporting period.]

* + [Project impact of success or failure of milestone deliverables for the remaining period of the project.]

* [Budget Report—Write with respect to planned expenditure, actual expenditure and deficit/surplus.]

* [Risk Management Report—Specify any changes to the major risks identified since the previous report and modification to the strategies put in place to manage them, if appropriate.]

* [Issues Report—Include areas of concern, specific problems, and any action/decision that needs to be taken by the Steering Committee.]

* [Project recommendations to ensure success including lessons learned.]

## Project Status Report Template

|  |
| --- |
| Project Name |
| Prepared By: | Date: | Reporting Period: to  |
| Project Overall Status:[Replace this text with a brief overview statement on project situation.] |
| Project Summary:[Replace this text with a brief statement of project performance not covered in the remainder of the report.] |
| **Milestone Deliverables performance reporting over last period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |
| Milestone 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Milestone 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |
| **Milestone Deliverables scheduled for completion over next period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |
| Milestone 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Milestone 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |
| **Project impact of milestone success or failure for project remainder**

|  |  |
| --- | --- |
| [Replace this text with a description of milestone and potential scope changes.] | [Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone(s).] |

 |
| **Project** **Budget/Financial Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** |
|  |  |  |  |
|  |  |  |  |

 |
| **Project Risk Management Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** |
| [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] |
| [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] |

 |
| **Project Issue Management Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** |
| [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] |
| [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] |

 |
| **Project Recommendations**

|  |
| --- |
| [Replace this text with a brief statement for the Steering Committee, Project Sponsor, or Senior Manager to consider or endorse. Other questions to consider for review with key project stakeholders are:* Will the project be completed on time and on budget?

* Will the project deliverables be completed within acceptable quality levels?

* Are scope change requests being managed successfully?

* Are project issues and risks being addressed successfully and mitigated?

* Are all customer concerns being addressed successfully?]
 |

 |
| **Objectives for Next Project Status Review**

|  |
| --- |
| [Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.] |

 |
| **Related Project Information**

|  |
| --- |
| [Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:* Budget Report Summary

* Issue Record Report

* Scope Change Report

* Project Work Plan

* Project Metrics/Statistics

* Quality Management Review.]
 |

 |


# PROJECT STATUS REPORT APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Manager

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor


# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

