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| **Project Name:** | **Project Sponsor:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |

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| Introduction | The Project Status Report provides a high level summary of the performance of the project during a designated period of time. |

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| **% Complete:** | **Planned End Date:** | **Phase:** |

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| **PROBLEM ENCOUNTERED DURING REPORTING PERIOD** | **STRATEGY TO RESOLVE** |
|  |  |
|  |  |
| **OPEN ISSUES (PROBLEMS UNRESOLVED)** | 1. [List open issues] |
| **OPEN RISKS (POTENTIAL THREATS/OPPORTUNITIES)** | 1. [List open risks] |
| **TASKS / MILESTONES COMPLETED IN THE LAST 7 DAYS** | 1. [List] |
| **SLIPPING TASKS / SHOULD-HAVE-STARTED TASKS** | 1. [List] |
| **MILESTONES OCCURRING IN THE NEXT 30 DAYS** | 1. [List] |
| **PROJECT MILESTONES** | 1. [List] |
| **ACTION ITEMS** | 1. [List] |

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| --- | --- | --- | --- |
| FINANCIAL STATUS | | | |
| Description | budgeted | ACTUAL | remaining |
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| COMMENTS: | | | |