



PROJECT STATUS REPORT

Reporting period:	<mm/dd/yyyy to mm/dd/yyyy>	Project title:	<Official project title and reference no.>
Date of report:	<mm/dd/yyyy>	Project manager:	<Name>
Report author:	<Name>	Project Sponsor:	<Name>

EXECUTIVE SUMMARY

Narrative Summary of Status	Schedule:	RED / AMBER / GREEN	Budget:	RED / AMBER / GREEN	Issues:	RED / AMBER / GREEN
<p><Provide a succinct summary of the project status with a Red, Amber, Green (RAG) status. This summary should be brief, and give executives an at a glance understanding of the project status. ></p>						

PROJECT MILESTONE STATUS REVIEW

<Provide the status of each project milestone, with the expected completion date.>

Project Plan ID	Project Milestones	Status	Baseline Completion Date	Expected Completion Date	Issues Exist (Yes/No)
<ID>	<Project Milestone name>				
<ID>	<Project Milestone name>				
<ID>	<Project Milestone name>				



STATUS OF PLANNED ACTIVITIES

Planned accomplishments in this period:

- *< Insert bullet list of accomplishments >*

Planned but not accomplished:

- *< Insert bullet list activities planned but not accomplish >*

Planned actions for the next period:

- *< Insert bullet list actions for the next period >*

PROJECT ISSUES SUMMARY

<Document each project issue and provide a status, with next steps. Where there are several issues the table below may help>

ID	Priority	Issue Description	Impact Summary (Milestone, Schedule Scope, Resources, Space...)	Action Steps
<i><ID></i>	<i><H/M/L></i>	<i><Description of the issue></i>	<i><Impact of the issue on time, cost quality etc></i>	<i><actions that will be taken></i>



PROJECT RISK SUMMARY

ID	Priority	Probability of Occurrence	Risk Description	Impact Summary (Milestone, Schedule Scope, Resources, Space...)	Response Strategy
<ID>	<H/M/L>	<H/M/L>	<If x happens there is a risk that....>	<impact if the risk occurs>	<Risk response strategy>

EXECUTIVE ASSISTANCE REQUESTS

ID	Description including reference to impact on time, cost and quality (Iron Triangle)	ACTION REQUESTED
<ID>	<Describe the background and why assistance is being requested>	<State clearly the action you need the Project Board or Sponsor to take>