# Project Status Report

## [Project Name]

### Status As Of: [Date] Executive Sponsor: [Name]

### Projected End: [Date] Project Manager: [Name]

### Project Phase: [Phase Name]

**Project Status Report**

**Note to the Author**

Use this template to help you report project status. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the sections.

**Brown** text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the sections.

**Please delete this text before finishing this document.**

#### Project Summary

<What do the sponsor, stakeholders and organization want this project to accomplish? Provide a brief summary of the project. Include both the purpose of this project and its business justification.>

[Summary]

#### Project Snapshot

<Provide at-a-glance information on the health of the project.>

| Item | Status | Item: | Status |
| --- | --- | --- | --- |
| Health: | [Red / Yellow / Green] | Budget to Date: | [$] |
| Start Date: | [Date] | Actual Spend to Date: | [$] |
| % Complete: | [%] |  |  |

#### Current Status

<Provide a brief description of the project’s status as of this report.>

[Status]

#### Project Task Update

<Describe the project work as of this report.>

##### Tasks Completed

* [Task 1]
* [Task 2]
* [Task 3]

##### Tasks in Progress

* [Task 1]
* [Task 2]
* [Task 3]

##### Tasks Starting

* [Task 1]
* [Task 2]
* [Task 3]

#### Project Issues and Roadblocks

<Describe issues and roadblocks impacting the project as of this report.>

* [Issue 1 with description]
* [Issue 2 with description]
* [Issue 3 with description]

#### Project Milestones

<List the milestones you are using to measure the project’s progress.>

| Milestone | Health (R/Y/G) | Status (Not Started, In Progress, etc.) | % Complete | Start Date | End Date |
| --- | --- | --- | --- | --- | --- |
| [Milestone 1] | [R/Y/G] |  | [%] | [Date] | [Date] |
| [Milestone 2] | [R/Y/G] |  | [%] | [Date] | [Date] |
| [Milestone 3] | [R/Y/G] |  | [%] | [Date] | [Date] |
|  |  |  |  |  |  |

#### Project Scope Proposed Changes

<Summarize any proposed changes to the project scope. Detail these using a Project Change Request.>

* [Project Change Request 1]
* [Project Change Request 2]

#### Project Risks

<Using the Risk Register, list project risks that need to be reviewed in this report. Use the Risk Number, Score and Description from the Risk Register.

* Monitor LOW risks Quarterly (risk has <33% chance of happening).
* Monitor MEDIUM risks Monthly (risk has 33% - 66% chance of happening).
* Monitor HIGH risks Weekly or Daily, depending on project impact (risk has >66% chance of happening).>

| Risk # | Risk Score | Risk Description | Risk Status |
| --- | --- | --- | --- |
| [#] | [# or Low/Med/High] | [Description] | [Status] |
| [#] | [# or Low/Med/High] | [Description] | [Status] |
| [#] | [# or Low/Med/High] | [Description] | [Status] |
|  |  |  |  |