

**Project Status Report Template**

Date:

Project Name:

Project Manager:

Project Sponsor:

Period Covered:

Overall Status:

Has the customer given negative feedback on any of the product components delivered for review? If so, what are the comments?

Are Project Risks Being Successfully Mitigated? If there are risks that still exist, please list them with the probability that they will occur.

Accomplishments:

Key Dates: List milestones that have been completed to date and projected milestones.

Milestone	Date Completed	Due Date	Comments

Reason for Deviation (if any):

Identification of critical path items:

Overall Schedule Status:

Reason for Deviation (if any):

Budget Status

Budget		Actual		Estimate at Completion	
\$	Hrs.	\$	Hrs.	\$	Hrs.

Reason for Deviation (if any):

Unresolved Issues: The following issues are unresolved and require management attention.

Issue	Assigned To	Due Date

Change Request: The following important change requests to the project scope are being tracked. Additional detail is contained in the Project Change Control Log.

Change Request	Assigned To	Due Date

New Risks observed:

Trend Information: Is the project getting healthier or sicker?