PROJECT STATUS REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Reporting period** |  |
| **Project Sponsor** |  | **Project manager** |  |
| **Phase** |  | **Project start** |  |

## EXECUTIVE SUMMARY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Narrative Summary of Status** | **Schedule:** | **green** | **Budget:** | **GREEN** | **Issues:** | **GREEN** |
|  | | | | | | |

## PROJECT MILESTONE STATUS REVIEW

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Plan ID** | **Project Milestones** | **Status** | **Baseline Completion Date** | **Expected Completion Date** | **Issues Exist (Yes/No)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## STATUS OF PLANNED ACTIVITIES

|  |
| --- |
| ***Accomplishments in this period:*** |
|  |

|  |
| --- |
| ***Planned but not accomplished/completed:*** |
|  |

|  |
| --- |
| ***Planned actions for the next period:*** |
|  |

## PROJECT ISSUES SUMMARY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***ID*** | ***Priority*** | ***Issue Description*** | ***Impact Summary (Milestone, Schedule Scope, Resources, Space…)*** | ***Action Steps (Mitigations and Contingencies)*** |
|  |  |  |  |  |

## PROJECT RISKS SUMMARY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***ID*** | ***Priority*** | ***Probability of Occurrence*** | ***Risk Description*** | ***Impact Summary (Milestone, Schedule Scope, Resources, Space…)*** | ***Response Strategy*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## EXECUTIVE ASSISTANCE REQUESTS

|  |  |  |
| --- | --- | --- |
| ***ID*** | ***Description including reference to impact on time, cost and quality (Iron Triangle)*** | **ACTION REQUESTED** |
|  |  |  |