Project Status Report

|  |  |
| --- | --- |
| **Project Name** |  |
| [**Project Manager**](#ProjectManager) | [Title], [Department], [Name] |
| **Reporting Period** |  |

# Overall Status

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Scope** | **Schedule** | **Budget** |
| **Overall project status:** | Choose an item. | Choose an item. | Choose an item. |
| **Key items for attention:** |  | | |

# Current Status

|  |  |
| --- | --- |
| **Accomplishments for last [reporting period]** | **Planned activities for [reporting period]** |
|  |  |

# Key Milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestones** | **% Complete** | **Target Date** | **Actual Date** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

# Key Issues & Decisions

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Decision** | **By whom** | **Decision date** |
|  |  |  |  |
|  |  |  |  |