

PROJECT STATUS REPORT

Report no.: _____

Project: _____

Project code: _____

Project manager: _____

Sponsor / client: _____

Month covered - from: _____

To: _____

Report date: _____

Status at a glance

Overall: ☐ On track ☐ At risk ☐ Off track ☐ On hold

Schedule: ☐ On track ☐ At risk ☐ Off track ☐ Not started

Budget: ☐ On track ☐ At risk ☐ Off track ☐ Not started

Scope and quality: ☐ On track ☐ At risk ☐ Off track ☐ Not started

People and resources: ☐ On track ☐ At risk ☐ Off track ☐ Not started

Progress this month - what was planned and what was done

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Next steps - planned for the coming month

Task or deliverable	Owner	Due date	Done
			☐
			☐
			☐
			☐

Risks

Risk	Impact	Chance	What we are doing about it	Owner

Blockers - decisions and help needed

Blocker	Effect on the project	Help needed from	By when

Budget

Approved budget	Spent to date	Committed	Forecast at completion	Variance

Prepared by: _____

Date: _____

Sent to: _____