

PROJECT STATUS REPORT TEMPLATE

PROJECT NAME		PROJECT CODE	
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PROJECT MANAGER	DATE OF STATUS ENTRY	PERIOD COVERED	PROJECTED DATE OF COMPLETION

PROJECT STATUS THIS WEEK

OVERALL PROJECT STATUS	ROADBLOCK / OVERAGE POTENTIAL RISKS / DELAYS ON TRACK
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SUMMARY

Enter information here about the overall status and highlights: "Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal."

MILESTONES

PROJECT COMPONENTS

COMPONENT	STATUS	OWNER / TEAM	NOTES
BUDGET	<ul style="list-style-type: none"> OVER – UNDER – ON 		<p>Call out highlights: "Exceptional work," "Solved problems, as well as issues, including establishing ownership of fixing trouble spots."</p>
RESOURCES	<ul style="list-style-type: none"> ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK 		<p>New developments, new team members, etc.</p>
TIMELINE	<ul style="list-style-type: none"> ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK 		<p>On track to final launch date</p>
SCOPE	<ul style="list-style-type: none"> ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK 		

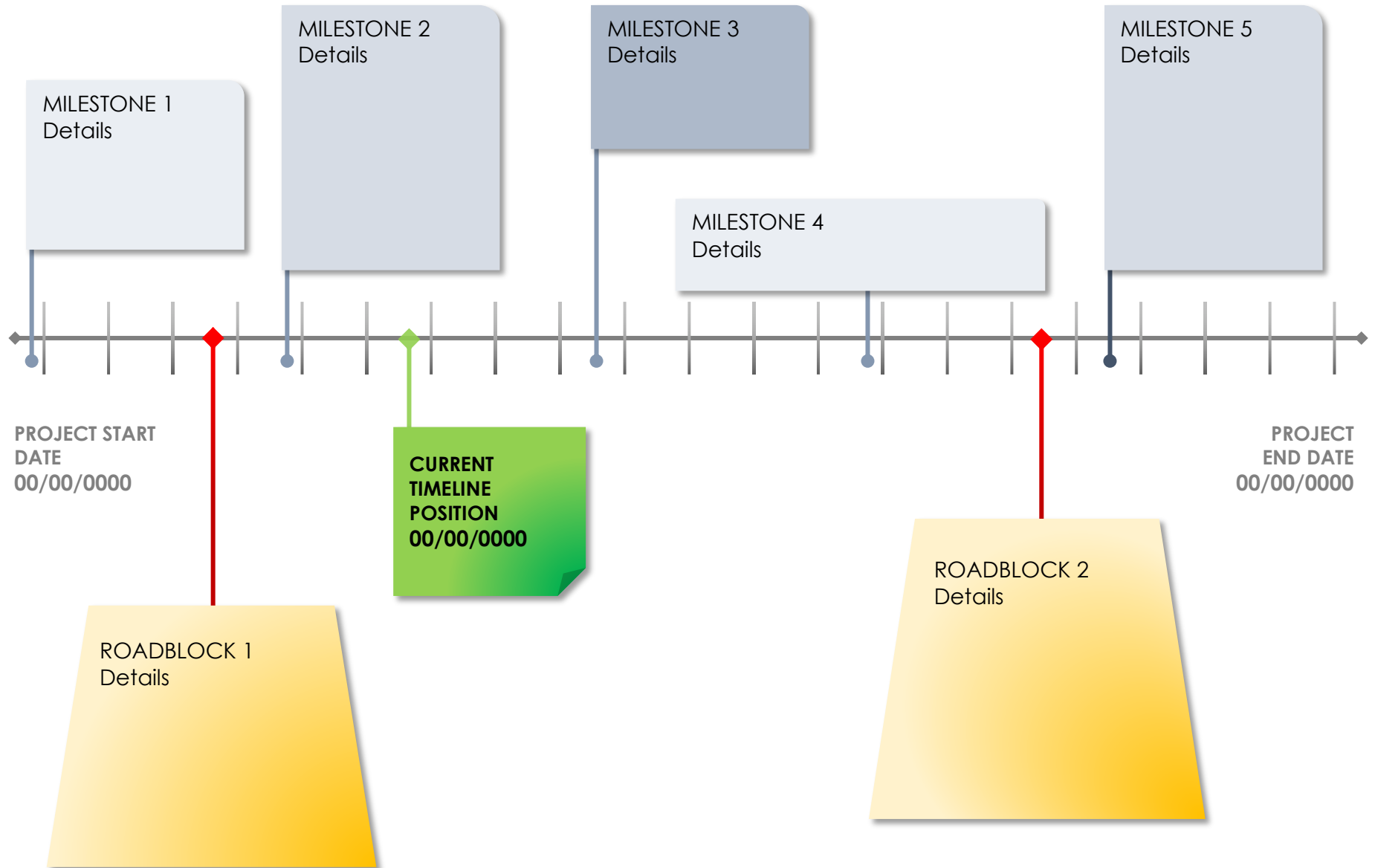
WORK ACCOMPLISHED

TASK NO.	DESCRIPTION	OWNER / TEAM	RECEPTION

RISKS AND ROADBLOCKS

RISK NO.	DESCRIPTION	OWNER / TEAM	FIX

PROJECT TIMELINE



PROJECT REPORT CARD	BUDGET	RESOURCES	RISKS	QUALITY
PROJECT 1				
PROJECT 2				
PROJECT 3				
PROJECT 4				
PROJECT 5				

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