



Project Status Report

Date: Month, Year

Organization/Department	Prepared By:
Project Name:	Project Description:
Contract #:	
Project Sponsor:	

Executive Summary

Budget	Total Planned Expenditures:	\$ xxx,xxx	Current Expenditures:	\$ xxx,xxx	<input type="checkbox"/> Over budget (> 5%) <input type="checkbox"/> On budget (within 5%) <input type="checkbox"/> Under budget (> 5%)
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Schedule	Total Project Duration:	XX Months	Current Time Spent:	XX Months	<input type="checkbox"/> Behind schedule (> 5%) <input type="checkbox"/> On schedule (within 5%) <input type="checkbox"/> Ahead of schedule (> 5%)
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Current Period Accomplishments	<Date Range>	<ul style="list-style-type: none"> ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period
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Planned Upcoming Activities	<Date Range>	<ul style="list-style-type: none"> ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period ▪ Key accomplishment during the time Period
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Project Detail

Milestone/Deliverable/ Contract Line Item	Due Date	% Complete	Accomplishments	Planned Activities

Risk Description	Probability	Impact	Priority	Risk Response
		<H,M,L>	<H,M,L>	

Issue Description	Date	Impact	Current Status	Issue Response
		<H,M,L>	<Open, Closed>	

Budget Item	Planned Expenditure	Actual Expenditure	Variation / Explanation

Project Resources

Name	Role	Email	Phone