**Project Status Report Template**

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| Template Purpose  The following document outlines the content and format to be used for regular project status reports.  All sections are mandatory.  This document shell identifies the key sections needed for any Project Status Report. Anything in blue italics is simply a description of the kind of information that should be entered and should be removed from the final version.  Remove this page from your project status report before submission. The total number of pages in the final document must not exceed 2 pages. |

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| ***Project Status Report*** | | | | |  |
| **Project Name:** | *Meaningful, yet concise* | | | | |
| **Project Code:** | *Assigned by PMO* | | | | |
| **Author(s) of Charter:** | *Author(s) and contributors* | | | | |
| **Project Manager:** | *Name* | | | | |
| **Submission Date:** | *Month, DD, YYYY* | | | | |
| Project Health Report | | | | | |
|  |  |  |  | **Explanation** | |
| **Schedule:** |  | *X* |  | *Indicate how you will respond to RED / AMBER* | |
| **Resources:** |  |  | *X* | *Indicate how you will respond to RED / AMBER* | |
| **Budget:** |  | *X* |  | *Indicate how you will respond to RED / AMBER* | |
| **Scope:** | *X* |  |  | *Indicate how you will respond to RED / AMBER* | |
| **Legend** | RED – Action Required AMBER – Needs Attention GREEN – On Track | | | | |

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| Accomplishments this Period |

*Explain the key project activities completed for the project in the current reporting period.*

[Enter section here…]

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| Planned Accomplishments Next Period |

*Document the key project activities expected to be completed for the project in the next reporting period.*

[Enter section here…]

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| Risks, Issues, and Decisions |

*Describe any key issues and risks facing the project that the team may have difficulty solving. Identify any external help or resources that may be needed. Please also include any decisions or actions that were made in the current reporting period as a result of the issue or risk.*

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| Type | Description | Decision/Action |
| [e.g. Risk] | [e.g. Project team member availability is limited due to involvement in other projects and/or operational responsibilities, resulting in delays in accomplishing deliverables] | [Work with resource manager to coordinate allocation between responsibilities and explore other possible options for project team resourcing.] |

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| Milestone Status |

*Please include a status update of the milestones for the current reporting period using the table below. If you have already developed a milestone status timeline with a program you’re currently using (i.e. MS Project), feel free to include a screenshot of the current reporting period instead. Please note the content below are examples only.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone # | What | Start Date | End Date | Status |
| 3.0 | [e.g. Develop System] | [2019-04-20] | [2019-05-05] | [75%] |