Project Status Report

Project _____ **Report date** _____

Project manager _____ **Reporting period** _____

Overall status

☐ Green: on track ☐ Amber: at risk ☐ Red: off track

Summary: [Two or three sentences on where the project stands and why.]

Area	Status (G / A / R)	Comments
Schedule		
Budget		
Scope		
Resources		
Quality		

Accomplished this period

- [Completed item]
- [Completed item]
- [Completed item]

Planned for next period

- [Upcoming item]
- [Upcoming item]
- [Upcoming item]

Milestones

Milestone	Planned date	Forecast date	Status

Risks and issues

Risk or issue	Impact	Action / owner

Decisions or help needed