



# PROJECT STATUS REPORT TEMPLATE

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

OVERALL PROJECT STATUS

<input type="checkbox"/> ROADBLOCK / OVERAGE	<input type="checkbox"/> POTENTIAL RISKS / DELAYS	<input type="checkbox"/> ON TRACK
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**SUMMARY** Enter information here about the overall status and highlights:

## MILESTONES

## PROJECT COMPONENTS

COMPONENT	STATUS	OWNER / TEAM	NOTES
BUDGET	<input type="checkbox"/> OVER <input type="checkbox"/> UNDER <input type="checkbox"/> ON		Call out highlights: <i>"Exceptional work,"</i> <i>"Solved problems, as well as issues, including</i> <i>establishing ownership of fixing trouble spots."</i>
RESOURCES	<input type="checkbox"/> ROADBLOCK / COVERAGE <input type="checkbox"/> POTENTIAL RISKS / DELAYS <input type="checkbox"/> ON TRACK		New developments, new team members, etc.
TIMELINE	<input type="checkbox"/> ROADBLOCK / COVERAGE <input type="checkbox"/> POTENTIAL RISKS / DELAYS <input type="checkbox"/> ON TRACK		On track to final launch date
SCOPE	<input type="checkbox"/> ROADBLOCK / COVERAGE <input type="checkbox"/> POTENTIAL RISKS / DELAYS <input type="checkbox"/> ON TRACK		



