

PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
Date	Project	Microsoft Office User

STATUS SUMMARY

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

PROJECT OVERVIEW

TASK	% DONE	DUE DATE	DRIVER	NOTES

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE

CONCLUSIONS/RECOMMENDATIONS

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.