**Project Name (Code) - Status Report**

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| **Project name (Code)** | | | | | | | |
| **Week ending:** | *Friday ##* | | | | | | |
| **Project headlines:** | * *Main headlines this week / reporting period* * *Progress / milestones achieved this week / reporting period* | | | | | | |
| **Summary project status:** | | **Overall RAG**  **Commentary if not GREEN** | | **Schedule RAG Agreed Future Milestones** | **Budget RAG**  **Days completed + ETC (Agreed Budget)** | | **Scope/Quality RAG**  **Commentary if not GREEN** |
| **GREEN** | | **GREEN**  **Agreed Future Milestones** | **GREEN Days Worked + ETC (Agreed Budget)** | | **GREEN** |
| **Project issues:** (include all new issues and any issues which have changed status or for which there is new information) Issue status can be New, Open, Changed or Closed   | **Ref**  **Date** | **Status** | **Description / Action Requested** | **Recommendation / Outcome** | **Target / Actual Resolution Date** | **Owner** | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Project risks:** (include all new risks, open risks with AMBER or RED severity and risks which have changed status /severity or for which there is new information) Risk status can be New, Open, Changed or Closed   | **Ref**  **Date** | **Status**  **RAG** | **Description / Action Requested** | **Recommendation / Outcome** | **Target / Actual Resolution Date** | **Owner** | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | | | | | |
| **Project activities:** | | | | | | | |
| **Main activities completed this week / reporting period:** | | | * ## | | | | |
| **Planned activities not completed this week / reporting period:** | | | **ACTIVITY** | | | **IMPACT / ACTIONS REQUIRED** | |
| * ## | | | * ## | |
| * ## | | | * ## | |
| **Activities scheduled for next week / reporting period:** | | | * ## | | | | |
| **Any other points of note:** | | | | | | | |