Status Report # [*n*]

Report Date

[date of status report]

Progress Overview

[brief description of deliverables completed and accomplishments achieved]

Budget Overview

[overview of current budget generated by Microsoft Project]

Outstanding Issues/Purposed Solutions

[list of current issues along with purposed solutions]

Change Requests

[list of all change requests along with a brief description of each]

Plans For Next Period

[list of deliverables to be completed for the next period]