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| **PROJECT STATUS REPORT** | |
| **Project Name** | [This section contains the project name that should appear consistently on all project documents. Organizations often have project naming conventions.] |
| **For Week Ending** | [Date of the report] |
| **Project Status** | [Green Smiling face with no fill, Yellow Neutral face with no fill , or Red Sad face with no fill] |
| **Status Description** | [Provide an overview of the project’s current status. If the status is yellow or red, indicate the following:   * The reason(s) why the status is yellow or red * The planned action(s) that will bring the project back to a green status] |
| **Activities—During the Past Week** | |
| [List all activities that the team members worked on during the past week of the project.] | |
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| **Activities—Planned for Next Week** | |
| [List all activities that the team members will work on during the next week of the project.] | |
|  | |
| **Project Issues** | |
| [List any issues that are significant and should be shared with the audience of this report. If any related work has been done or decisions have been made, a summary should be provided.] | |
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| **Project Changes** | |
| [List any project changes that have been approved since the last report.] | |
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