Project Status Report ​​

PROJECT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PROJECT SUMMARY** |
| Write a summary of the project scope in two to three sentences. |

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| **PROJECT HIGHLIGHTS/BLOCKERS** |
| **Highlights:**   * Write the positive things that have happened up to this point in the project, such as main deliverables completed.   **Blockers:**   * Write any challenge or risk that could or is delaying future tasks from being completed. |

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| **PROJECT HEALTH CHECK** | | |
| **Scope** | **Status** | **Tasks: Completed/Pending** |
| Time | On Track  At Risk Behind | **Completed:**   * List tasks that have been completed thus far.   **Pending:**   * List tasks that are still pending / not completed. |
| Cost | On Track  At Risk Over |
| Quality | On Track  At Risk Under |