

Project Status Report

For [Project Name]

Project Status Report

PROJECT DETAILS

Project Name:	<i>Name</i>	Report Recipients:	<i>Names</i>
Project ID:	<i>Identifier</i>	Report Prepared By:	<i>Name</i>
Project Sponsor:	<i>Name</i>	Report Preparation Date	<i>Date</i>
Project Manager:	<i>Name</i>	Reporting Period:	<i>Dates</i>

EXECUTIVE SUMMARY

Project Description:	<i>Summarize the overall project achievements and progress made to date.</i>
Overall Status:	<i>Describe the overall status of the project.</i>
Project Schedule:	<i>State whether the project is currently on schedule.</i>
Project Expenses:	<i>State whether the project is currently operating within budget.</i>
Project Deliverables:	<i>State whether the customer has accepted the deliverables produced.</i>
Project Risks:	<i>Describe the status of high priority risks.</i>
Project Issues:	<i>Describe the status of high priority issues.</i>
Project Changes:	<i>Describe any project changes made during the reporting period.</i>

DETAILED STATUS REPORT

Project Schedule

Show the status of the project delivery against schedule by completing the following table:

Deliverables	Scheduled Completion Date	Actual Completion Date	Actual Variance	Forecast Completion Date	Forecast Variance	Summary
<i>Deliverable</i>	<i>Date</i>	<i>Date</i>	<i>Days</i>	<i>Date</i>	<i>Days</i>	<i>Description</i>

This table describes the:

- *“Deliverables” (the deliverables listed in the Terms of Reference)*
- *“Scheduled Completion Date” (the date by which each deliverable was scheduled for completion)*
- *“Actual Completion Date” (the actual date when each deliverable was completed)*
- *“Actual Variance” (the difference between the Actual and Scheduled completion dates)*
- *“Forecast Completion Date” (the new date by which the deliverable is forecast to be completed)*
- *“Forecast Variance” (the difference between the Forecast and Scheduled completion dates)*
- *“Summary” (a summarized description of the project’s delivery against the schedule; i.e. To Schedule, Under Schedule or Over Schedule)*

Project Expenses

Show the status of the project delivery against budget by completing the following table:

Expense Type	Budgeted Expenditure	Actual Expenditure	Actual Variance	Forecast Expenditure	Forecast Variance	Summary
Type	\$ / £ / € / other currency	\$ / £ / € / other currency	\$ / £ / € / other currency	\$ / £ / € / other currency	\$ / £ / € / other currency	Description

This table describes the:

- “Expense Type” (each type of expense, such as labor and equipment, per the Financial Plan)
- “Budgeted Expenditure” (the amount of expenditure originally budgeted for each expense type)
- “Actual Expenditure” (the total amount of expenditure to date for each expense type)
- “Actual Variance” (the difference between the Actual and Budgeted expenditures)
- “Forecast Completion Date” (latest total forecast expenditure, for each expense type)
- “Forecast Variance” (the difference between the Forecast and Budgeted expenditures)
- “Summary” (a summarized description of the project’s delivery against budgeted expenditure; i.e. To Budget, Under Budget or Over Budget)

Project Effort

Show the status of the project delivery against the forecast effort by completing the following table:

Activities	Budgeted Effort	Actual Effort	Actual Variance	Forecast Effort	Forecast Variance	Summary
Description	Days / Weeks / Months	Days / Weeks / Months	Days / Weeks / Months	Days / Weeks / Months	Days / Weeks / Months	Description

This table describes the:

- “Activities” (list of activities that staff spends effort to undertake)
- “Budgeted Effort” (the amount of effort originally budgeted for each activity)
- “Actual Effort” (the current total amount of effort for each activity)
- “Actual Variance” (the difference between the Actual and Budgeted effort)
- “Forecast Effort” (the latest total forecast effort for each activity)
- “Forecast Variance” (the difference between the Forecast and Budgeted effort)
- “Summary” (a summarized description of the project’s delivery against budgeted effort; i.e. To Budget, Under Budget or Over Budget)

Project Quality

Show the status of the project delivery against the quality targets by completing the following table:

Deliverables	Quality Target	Quality Achieved	Quality Variance	Summary
<i>Description</i>	<i>Description</i>	<i>Description</i>	<i>Description</i>	<i>Description</i>

This table describes the:

- “Deliverables” (the deliverables listed in the Terms of Reference)
- “Quality Target” (the quality targets defined for each deliverable, per the Quality Plan)
- “Quality Achieved” (the extent to which each deliverable has met the quality targets)
- “Quality Variance” (the difference between the Quality Achieved and the Quality Target)
- “Summary” (a summarized description of the project’s delivery against the Quality Targets set; i.e. Target Not Met, Target Met or Target Exceeded)

Project Risks

Describe each high priority risk, and rate its likelihood and impact on the project by completing the following table:

Risks	Likelihood	Impact	Summary
<i>Description</i>	<i>Rating</i>	<i>Rating</i>	<i>Description of Status</i>

This table describes the:

- “Risks” (the High Priority risks raised during the reporting period)
- “Likelihood” (the Likelihood rating of each identified risk)
- “Impact” (the Impact rating of each identified risk)
- “Summary” (a description of the risk status; i.e. Open, Mitigated, Transferred or Avoided)

Project Issues

Describe each high priority issue, and rate its likelihood and impact on the project by completing the following table:

Issues	Impact	Summary
<i>Description</i>	<i>Rating</i>	<i>Description of Status</i>

This table describes the:

- “Issue” (the High Priority issues raised during the reporting period)

- *“Impact” (the Impact rating of each identified issue)*
- *“Summary” (a description of the issue status; i.e. Unresolved or Resolved)*