Project Status Report

Overall Status:

Project Name: [Project Name]

Status Code Legend

On Track: Project is on schedule   High Risk: At risk, with a high risk of going off track
At Risk: Milestones missed but date intact   Off Track: Date will be missed if action not taken

The project is the week of - , due to the following:	[To add a bullet for any status, on the Home tab, in the Styles gallery, click the name of the status of you need.] [To replace any placeholder text (such as this) just click it and start typing.] [Additional status item.]
Issues:	[Issue No. 1] [Issue No. 2] [Issue No. 3]
Milestones accomplished the week of - Date]:	[Milestone No. 1] [Milestone No. 2] [Milestone No. 3]
Milestones planned this week, but not achieved with variance:	[Milestone No. 1] [Milestone No. 2] [Milestone No. 3]
Milestones planned for next week:	[Milestone No. 1] [Milestone No. 2] [Milestone No. 3]
Areas/questions for discussion:	[List/summarize topics here.]
Last week's issues forwarded to this week:	[List/summarize issues here.]

Contact Information

[If you want to add any important info about the contacts that follow, you can do that here. If not, just click this placeholder and press Delete to remove it.]

[Client Project Manager]
Office: [Office Phone]
Mobile: [Cell Phone]
Email: [Email address]

[Client Project Champion]
Office: [Office Phone]
Mobile: [Cell Phone]
Email: [Email address]

Project Abstract

[Add a brief project summary here.]