Project Status Report

To use this template: Use the sections needed for your project. Enter your project information in the [bracketed] areas.

Project: [Official title]

Project Timeline: [Start date – End date]

Project Lead: [Name]

Project Sponsor: [Name]

1. Status

Status Date: [Document date]

Status:

Green = on track

Yellow = minor concerns about timeline, budget, staffing, or issues

Red = significant concerns about timeline, budget, staffing, or issues

Status Summary: Explain the current Status in 1-4 sentences or bullet points focused on the project timeline, budget, staffing, and issues.

1. Executive Action Required

Indicate decisions or actions needed from executives or individuals not on this project. Include who should take action, what they should do, and by when (if applicable).

| # | Description |
| --- | --- |
| 1 |  |
| 2 |  |

1. Major Issues

Identify up to 3 outstanding issues with likely or actual impact on the project status. Indicate who is responsible, what is being done, and when it is expected or needs to be resolved.

| Issue | Owner | Next Steps | Target Date |
| --- | --- | --- | --- |
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1. Major Risks

Identify up to 3 risks that will impact project status if they happen. Indicate who is monitoring, what will be done if it happens, and the potential impact if it happens (high, medium, or low).

| Risk | Owner | Mitigation Plan | Severity |
| --- | --- | --- | --- |
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1. Communication Check In

In addition to the risks identified above for project management, identify up to 3 communication risks. Indicate who is monitoring, what will be if it happens, and the potential impact if it happens (high, medium, or low).

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| --- | --- | --- | --- |
| Risk | Owner | Mitigation Plan | Severity |
|  |  |  |  |
|  |  |  |  |
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1. Milestones

Provide the completion status of project milestones defined in the charter or project schedule.

| Milestone | % Complete | Target Date | Date Completed |
| --- | --- | --- | --- |
|  |  |  |  |
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