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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. Record the end date of the past week.] |
| **Project Status** | [Green, Yellow, or Red.] |
| **Status Description** | [Provide an overview of the project’s current status. If the status is yellow or red, indicate:  \* The reason(s) that 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.] | |
| **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 from the Issue Log 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.] | |
| **Project Changes** | |
| [List any project changes that were approved since the last report.] | |