

# Project Status Report (Sample Template)

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**Project:** [Project Name/Code]

**Reporting Period:** [Start Date] – [End Date]

**Prepared By:** [Project Manager Name]

**Report Date:** [Date]

**Overall Status:**  Green |  Amber |  Red

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## 1. UPDATES

**Description:** Key developments, project-level events, changes in direction, or significant progress that stakeholders need to know.

- **Stakeholder Alignment Achieved:** The Executive Sponsor approved the revised Phase 2 implementation approach, removing ambiguity around vendor selection criteria.
  - **Resource Augmentation:** Secured two additional QA resources from the shared services pool, effective next Monday, addressing the testing bottleneck identified in the previous period.
  - **Regulatory Approval Progress:** Initial submission to the regulatory body was completed on [date]; feedback is expected within 3 weeks, per their standard review cycle.
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## 2. ACTION ITEMS

**Description:** High-level directives and tasks that are critical to move the project forward.

- **Finalize vendor contract negotiations** | Due: Feb 15, 2026 | Status: On Track |

Legal review in progress

- **Complete infrastructure readiness assessment** | Due: Feb 08, 2026 | Status: At Risk | Pending network team availability
- **Submit revised budget forecast to Finance** | Owner: R. Johnson | Due: Feb 05, 2026 | Status: Completed | Submitted Feb 03
- **Resolve data migration strategy with IT Ops** | Owner: L. Chen | Due: Feb 12, 2026 | Status: Blocked | Waiting on architecture decision

**Summary:** 4 total | 1 completed | 1 on track | 1 at risk | 1 blocked

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### 3. DELIVERABLES

**Description:** Tangible outputs and work products that may require sign-off, approval, or formal acceptance before the project can progress.

- **Technical Architecture Document v2.0** | Type: Document | Owner: Architecture Team | Due: Feb 10, 2026 | Status: On Track | Approval: Pending CTO review
- **UAT Test Scripts (Module A)** | Type: Software | Owner: QA Lead | Due: Feb 18, 2026 | Status: On Track | Approval: Not yet submitted
- **Training Materials Package** | Type: Document | Owner: Training Coord. | Due: Feb 22, 2026 | Status: At Risk | Delay in SME availability
- **Change Management Plan** | Type: Document | Owner: PM | Due: Feb 05, 2026 | Status: Completed | Approval: Approved by Sponsor

**Summary:** 4 total | 1 completed/approved | 2 on track | 1 at risk

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### 4. DEPENDENCIES

**Description:** External constraints, blockers, or items requiring input/action from parties outside the core project team.

- **Cloud platform selection decision** | Type: Internal | Dependent on: Enterprise Architecture | Target: Feb 09, 2026 | Status: In Progress | Impact: High – Blocks 3 work streams
- **API documentation from Vendor X** | Type: External | Dependent on: Vendor X | Target: Feb 15, 2026 | Status: Delayed | Impact: Medium – Integration testing on hold
- **Security certification renewal** | Type: Regulatory | Dependent on: Compliance Team | Target: Feb 28, 2026 | Status: On Track | Impact: Low – Buffer exists
- **Budget approval for Phase 3** | Type: Internal | Dependent on: CFO Office | Target: Mar 01, 2026 | Status: Pending | Impact: Critical – Affects Q2 planning

**Summary:** 4 active | 1 delayed | 1 pending critical decision | **Escalation required for API documentation**

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## 5. MEETINGS

**Description:** These meetings and discussions are necessary to finalize requirements, make decisions, and advance the project. This is not a scheduling feature.

- **Vendor Contract Finalization** | Type: Decision-Making | Date: Feb 08, 2026 | Purpose: Approve final contract terms and SLA; required to proceed with Phase 2
- **UAT Go/No-Go Decision Forum** | Type: Governance | Date: Feb 15, 2026 | Purpose: Review readiness criteria; approve UAT commencement; critical path milestone gate
- **Stakeholder Requirements Workshop** | Type: Requirement Finalization | Date: Feb 10, 2026 | Purpose: Resolve UAT scope misalignment; finalize acceptance criteria

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## 6. MILESTONES

**Description:** Critical stage gates and checkpoints that mark significant progress or decision points in the project lifecycle.

- **Development Environment Ready** | Baseline: Jan 31, 2026 | Target: Jan 31, 2026 | Actual: Feb 01, 2026 | Status: Completed | Critical Path: Yes – 1 day slip
- **Integration Testing Commenced** | Baseline: Feb 10, 2026 | Target: Feb 12, 2026 | Status: At Risk | Critical Path: Yes – Vendor delay
- **UAT Go/No-Go Decision** | Baseline: Feb 15, 2026 | Target: Feb 15, 2026 | Status: On Track | Critical Path: Yes
- **User Training Completion** | Baseline: Feb 28, 2026 | Target: Feb 28, 2026 | Status: On Track | Critical Path: No
- **Production Deployment** | Baseline: Mar 15, 2026 | Target: Mar 15, 2026 | Status: On Track | Critical Path: Yes

**Summary:** 5 milestones tracked | 1 completed (minor slip) | 1 at risk | 3 critical path milestones remaining

 **Critical Path Alert:** Integration Testing slippage threatens UAT decision date; mitigation plan in place (see Issues section).

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## 7. ISSUES

**Description:** Active problems currently hindering project progress and requiring resolution. These differ from risks (future uncertainties): issues are present-tense obstacles that demand immediate management attention.

- **Vendor API documentation incomplete** | Category: Technical | Impact: High | Priority: High | Owner: Integration Lead | Status: Under Review | Resolution: Escalated to vendor account manager; parallel workaround being explored
- **Two key SMEs reassigned to higher priority project** | Category: Resource | Impact: Critical | Priority: Critical | Owner: PM | Status:  Escalated | Resolution: Escalated to Portfolio Manager; temporary backfill requested

- **Production data quality issues in legacy system** | Category: Quality | Impact: Medium | Priority: Medium | Owner: Data Team Lead | Status: Ongoing Resolution | Resolution: Data cleansing scripts deployed; monitoring improvement
- **Stakeholder misalignment on UAT scope** | Category: Communication | Impact: Medium | Priority: High | Owner: PM | Status: Under Review | Resolution: Workshop scheduled Feb 10 to reconcile expectations

**Summary:** 4 active issues | 1 critical (escalated) | 2 high priority | 1 medium priority

 **Escalation Required:** Resource constraint requires Portfolio/Executive intervention.

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## EXECUTIVE SUMMARY & RECOMMENDATIONS

### Period Highlights:

- Development environment delivered (milestone completed)
- Vendor contract negotiations are progressing well
- Change Management Plan approved

### Key Concerns:

- Resource constraint threatens timeline if not resolved by Feb 08
- Vendor API documentation delay may push Integration Testing by 3-5 days
- Dependency on the architecture decision creating cross-stream bottleneck

### Recommended Actions:

1. **Immediate:** Approve temporary resource backfill for resource constraint (decision needed by Feb 05)

2. **This Week:** Finalize cloud platform decision to unblock work streams
3. **Next Period:** Conduct risk workshop (Feb 12) to reassess the critical path given current delays

**Next Report Date:** [Date]