|  |  |  |  |
| --- | --- | --- | --- |
|  | Library  Street Address, City, ST ZIP Code  Phone Website Email | Logo placeholder |  |
| Project status Report | | | | |
| Project Summary | | | | |
|  | | | | |

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| --- | --- | --- |
| Report Date | Project Name | Prepared By |
| Date | Project | Name |

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| Status Summary |
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Provide a summary of what has recently been happening with the project.

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| Project Overview |
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| --- | --- | --- | --- | --- |
| task | % Done | Due date | responsible person | notes |
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| Budget Overview |
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| --- | --- | --- | --- | --- |
| category | spent | % of total | on track? | notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| recommendations |
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| What’s next? Any changes that need to be addressed? What’s the next milestone? |