Project Status Report- Prefix/PSR/YYYYMMDD

Project Code: {Project Code}

Overall Status:

Project Name: {Project Name} – AdlER I- ERP Software Implementation

**Report Date: - {Report Date}**

|  |  |
| --- | --- |
| 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 is not taken |

**Total Days Elapsed in the Project: {Days Elapsed}**

**Total Hours: {Total Hours}**

**Project Percentage:** {Project Percentage}

**Key Project Notes**

|  |  |
| --- | --- |
| **Recent Activities** | Activities - {Report Period} |
| {Activities} |
|
| **Highlights/ Issues / Risk / Challenges** |  |
| **Milestones/Tasks planned for next week(s):** |  |

**Note:** The contents and executions referred to and stated in the document are deemed to be true, executed, and accurate records and confirmed unless the author is notified in writing of any errors, omissions, and material misstatements within two working days from the receipt of this mail by the recipient or their representative.