**Instructor Note:** templates in your Project Plan are meant to be **blank** – they are examples of what you would be using in your Project. *The template below is offered as a guide, you are welcome to search the internet for other examples*

**Project Status Report**

**Project Name:**

**Date:**

**Team Member Name:**

**Work completed this reporting period:**

**Work to complete next reporting period:**

**What’s going well and why:**

**What’s not going well and why:**

**Suggestions/Issues:**