

# TechFlow Solutions

## Project Status Report Template

### Comprehensive Project Management and Communication Framework

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**Template Information - Template Title:** Project Status Report - **Template Number:** TFS-PM-T001 - **Version:** 3.4 - **Effective Date:** January 1, 2025 - **Department:** Project Management Office (PMO) - **Process Owner:** Amanda Foster, PMO Director - **Report Frequency:** Weekly/Bi-weekly/Monthly (as specified) - **Distribution:** Project Stakeholders, Executive Leadership, PMO

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## Report Instructions and Guidelines

### Reporting Requirements and Standards

**Report Submission Schedule:** - **Weekly Reports:** Due every Friday by 5:00 PM - **Bi-weekly Reports:** Due every other Friday by 5:00 PM - **Monthly Reports:** Due by the 3rd business day of following month - **Ad-hoc Reports:** As requested by stakeholders or project governance

**Report Distribution:** - **Primary Stakeholders:** Project sponsor, business owner, key team members - **Secondary Stakeholders:** Department heads, affected teams, PMO - **Executive Summary:** C-level executives, board members (for strategic projects) - **Client/Customer:** External stakeholders (when contractually required)

**Quality Standards:** - All data must be current as of report date - Metrics should be validated and accurate - Issues and risks must be clearly documented - Action items require assigned owners and due dates - Status should reflect true project health, not aspirational goals

### Report Color Coding System

**Overall Project Status:** - **Green:** On track - meeting all targets for scope, schedule, and budget - **Yellow:** At risk - minor issues that may impact targets if not addressed - **Red:** Critical - significant issues requiring immediate attention and intervention - **Black:** On hold - project temporarily suspended or awaiting decisions

**Component Status Legend:** - **Green:** Ahead of schedule or under budget - **Yellow:** On target with minor variances - **Red:** Behind schedule, over budget, or quality issues - **White:** Not applicable or not started

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## Project Overview Section

**Project Information:** - **Project Name:** \_\_\_\_\_

- **Project Code:** \_\_\_\_\_ - **Project Manager:** \_\_\_\_\_

- **Project Sponsor:** \_\_\_\_\_

- **Business Owner:** \_\_\_\_\_

- **Report Period:** From \_\_\_\_\_ To \_\_\_\_\_ - **Report Date:** \_\_\_\_\_ - **Report Number:** \_\_\_\_\_

**Project Classification:** - **Priority Level:** Critical High Medium Low -

**Project Type:** Strategic Initiative Operational Improvement Compliance

Technology Customer-Facing - **Complexity:** High Medium Low - **Risk**

**Level:** High Medium Low

**Key Stakeholders:** - **Executive Sponsor:** \_\_\_\_\_

- **Business Users:** \_\_\_\_\_ -

**Technical Lead:** \_\_\_\_\_ -

**Client Contact:** \_\_\_\_\_ -

**Vendor/Partner:** \_\_\_\_\_

## Project Scope Summary

**Project Objectives:** \_\_\_\_\_

**Key Deliverables:** 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

**Success Criteria:** \_\_\_\_\_

**Project Constraints:** - **Budget:** \$ \_\_\_\_\_ - **Timeline:**

\_\_\_\_\_ - **Resources:** \_\_\_\_\_ - **Technol-**

**ogy:** \_\_\_\_\_ - **Regulatory:** \_\_\_\_\_

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## Executive Summary

### Overall Project Health Status

**Overall Status:** Green Yellow Red Black

**Executive Summary (2-3 sentences):** \_\_\_\_\_

**Key Accomplishments This Period:** \_\_\_\_\_

\_\_\_\_\_

**Major Challenges and Concerns:** \_\_\_\_\_

**Critical Decisions Required:** \_\_\_\_\_

**Next Period Focus:** \_\_\_\_\_

### Quick Status Dashboard

Category	Status	Comments
Schedule		
Budget		
Scope		
Quality		
Resources		
Stakeholder Satisfaction		

**Project Health Trend:** Improving Stable Declining Critical

\_\_\_\_\_

### Schedule Performance and Progress

#### Timeline Status

**Project Timeline:** - **Original Start Date:** \_\_\_\_\_ -

**Current Start Date:** \_\_\_\_\_ - **Original End Date:**

\_\_\_\_\_ - **Forecasted End Date:** \_\_\_\_\_

- **Baseline Duration:** \_\_\_\_\_ - **Current Duration**

**Forecast:** \_\_\_\_\_

**Schedule Performance:** - **Schedule Status:** Green Yellow Red -

**Days Ahead/Behind Schedule:** \_\_\_\_\_ - **Schedule Per-**

**formance Index (SPI):** \_\_\_\_\_ - **Critical Path Status:**

On Track At Risk Delayed

#### Milestone Progress

**Major Milestones:**

Milestone	Planned Date	Forecasted Date	Actual Date	Status	Comments
Project Kickoff					
Requirements Complete					
Design Approval					
Development Complete					
Testing Complete					
User Acceptance Testing					
Go-Live/Launch					
Project Closure					

#### Phase/Sprint Progress

Current Phase: \_\_\_\_\_  
Phase Start Date: \_\_\_\_\_ Phase End Date: \_\_\_\_\_  
Phase Completion: \_\_\_\_\_%

#### Phase Deliverables:

Deliverable	Owner	Due Date	Status	Comments
			Complete	In Progress
			Complete	In Progress
			Complete	In Progress
			Complete	In Progress

Work Completed This Period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Planned for Next Period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Budget and Financial Performance

### Budget Status Overview

**Financial Summary:** - Total Project Budget: \$ \_\_\_\_\_

- Funds Committed: \$ \_\_\_\_\_ - Actual Spent to Date: \$ \_\_\_\_\_

- Remaining Budget: \$ \_\_\_\_\_

- Forecasted Total Cost: \$ \_\_\_\_\_ - Variance (Over/Under): \$ \_\_\_\_\_

**Budget Status:**    Green    Yellow    Red

**Cost Performance Index (CPI):** \_\_\_\_\_ **Earned Value:** \$ \_\_\_\_\_

### Detailed Budget Breakdown

#### Budget by Category:

Category	Budgeted	Actual	Committed	Remaining	Forecast	Variance
Personnel	\$	\$	\$	\$	\$	\$
Technology/Software	\$	\$	\$	\$	\$	\$
Hardware	\$	\$	\$	\$	\$	\$
External Services	\$	\$	\$	\$	\$	\$
Training	\$	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>	<b>**   **</b>	<b>**   **</b>	<b>**   **</b>			

### Financial Forecast and Analysis

**Burn Rate Analysis:** - Monthly Burn Rate: \$ \_\_\_\_\_

- Projected Completion Cost: \$ \_\_\_\_\_ - Budget Utilization Rate: \_\_\_\_\_%

**Cost Drivers and Variances:** \_\_\_\_\_

**Financial Risk Assessment:** \_\_\_\_\_

**Cost Optimization Opportunities:** \_\_\_\_\_

## Scope and Quality Management

### Scope Performance

**Scope Status:**    Green    Yellow    Red

**Original Scope Summary:** \_\_\_\_\_

### Scope Changes This Period:

Change Request	Description	Impact	Status	Approval Date
CR-001		Schedule Budget Resources	Ap- proved Pending	
CR-002		Schedule Budget Resources	Rejected Ap- proved Pending	
CR-003		Schedule Budget Resources	Rejected Ap- proved Pending	
			Rejected	

**Cumulative Scope Changes: - Number of Changes:** \_\_\_\_\_

- Budget Impact: \$ \_\_\_\_\_ - Schedule Impact: \_\_\_\_\_

### Quality Management

**Quality Status:**    Green    Yellow    Red

### Quality Metrics:

Metric	Target	Actual	Status	Comments
Defect Rate				
Customer Satisfaction				
Requirements Coverage				
Test Coverage				

**Quality Assurance Activities:** \_\_\_\_\_

**Quality Issues and Resolution:** \_\_\_\_\_

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## Resource Management and Team Performance

### Team Status and Performance

**Resource Status:**    Green    Yellow    Red

### Team Composition:

Role	Name	Allocation	Availability	Performance	Comments
Project		%	Available		
Man-			Limited		
ager			Unavailable		
Technical		%	Available		
Lead			Limited		
			Unavailable		
Business		%	Available		
Ana-			Limited		
lyst			Unavailable		
Developer		%	Available		
			Limited		
			Unavailable		
QA		%	Available		
Tester			Limited		
			Unavailable		

**Resource Challenges:** \_\_\_\_\_

**Resource Requirements for Next Period:** \_\_\_\_\_

### Stakeholder Engagement

**Stakeholder Engagement Status:**    Green    Yellow    Red

**Key Stakeholder Updates:**

Stakeholder	Engagement Level	Satisfaction	Last Contact	Next Contact	Comments
Executive Sponsor	High				
	Medium				
	Low				
Business Owner	High				
	Medium				
	Low				
End Users	High				
	Medium				
	Low				
IT Department	High				
	Medium				
	Low				

**Communication Activities This Period:** \_\_\_\_\_

**Planned Stakeholder Activities:** \_\_\_\_\_

## Risk Management and Issues

### Current Risks

**Risk Status:**    Green    Yellow    Red

### Top Risks:

Risk ID	Description	Probability	Impact	Risk Level	Mitigation Owner Strategy	Due Date
R001		High				
		Med	High			
		Low	Med			
			Low			
R002		High				
		Med	High			
		Low	Med			
			Low			
R003		High				
		Med	High			
		Low	Med			
			Low			



Risk ID	Description	Probability	Impact	Risk Level	Owner	Mitigation Strategy	Due Date
R004		High					
		Med	High				
		Low	Med				
			Low				

**New Risks Identified:** \_\_\_\_\_

**Risks Resolved/Closed:** \_\_\_\_\_

#### Current Issues

**Issue Status:**    Green    Yellow    Red

#### Active Issues:

Issue ID	Description	Priority	Impact	Owner	Status	Target Resolution	Comments
I001		High	High				
		Med	Med		Open		
		Low	Low		In Progress		
					Re-solved		
I002		High	High				
		Med	Med		Open		
		Low	Low		In Progress		
					Re-solved		
I003		High	High				
		Med	Med		Open		
		Low	Low		In Progress		
					Re-solved		

**Issues Resolved This Period:** \_\_\_\_\_

**Escalation Required:**    No escalation needed    Department head notification required    Executive sponsor involvement needed    External vendor escalation required

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## Key Performance Indicators (KPIs)

### Project Performance Metrics

Schedule Performance: - Schedule Performance Index (SPI): \_\_\_\_\_  
- Planned vs. Actual Progress: \_\_\_\_\_%

Critical Path Variance: \_\_\_\_\_ - Milestone Achievement Rate: \_\_\_\_\_%

Cost Performance: - Cost Performance Index (CPI): \_\_\_\_\_

- Budget Utilization: \_\_\_\_\_% - Cost Variance: \$ \_\_\_\_\_

- Forecast Accuracy: \_\_\_\_\_%

Quality Metrics: - Defect Rate: \_\_\_\_\_ - Rework Rate: \_\_\_\_\_% - Customer Satisfaction Score: \_\_\_\_\_ / 10 -

Requirements Traceability: \_\_\_\_\_%

Productivity Metrics: - Team Velocity: \_\_\_\_\_ - Story Points Completed: \_\_\_\_\_ - Resource Utilization: \_\_\_\_\_%

- Delivery Efficiency: \_\_\_\_\_%

### Business Value Metrics

Value Realization: - Expected ROI: \_\_\_\_\_% - Time to Value: \_\_\_\_\_

- Business Benefits Achieved: \$ \_\_\_\_\_

- Customer Impact Score: \_\_\_\_\_ / 10

Adoption and Usage: - User Adoption Rate: \_\_\_\_\_% - Training Completion Rate: \_\_\_\_\_%

- System Utilization: \_\_\_\_\_% - Process Improvement: \_\_\_\_\_%

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## Accomplishments and Deliverables

### Major Accomplishments This Period

Key Achievements: 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_

Deliverables Completed:

Deliverable	Planned Date	Actual Date	Quality Rating	Stakeholder Approval
			Excellent	Approved
			Good	Pending Rejected
			Satisfactory	
			Excellent	Approved
			Good	Pending Rejected
			Satisfactory	
			Excellent	Approved
			Good	Pending Rejected
			Satisfactory	

**Technical Milestones Achieved:** \_\_\_\_\_

**Business Milestones Achieved:** \_\_\_\_\_

### Team Recognition and Highlights

**Outstanding Team Performance:** \_\_\_\_\_

**Individual Recognition:** \_\_\_\_\_

**Process Improvements Implemented:** \_\_\_\_\_

**Innovation and Problem-Solving:** \_\_\_\_\_

### Challenges and Lessons Learned

#### Current Challenges

**Technical Challenges:** \_\_\_\_\_

**Business Challenges:** \_\_\_\_\_

**Resource Challenges:** \_\_\_\_\_

**External/Vendor Challenges:** \_\_\_\_\_

### Lessons Learned

What Worked Well: \_\_\_\_\_

What Could Be Improved: \_\_\_\_\_

Process Improvements Identified: \_\_\_\_\_

Best Practices Developed: \_\_\_\_\_

### Action Items and Next Steps

#### Critical Action Items

##### High Priority Actions:

Action Item	Owner	Due Date	Status	Dependencies	Comments
			Not Started	In Progress	Complete
			Not Started	In Progress	Complete
			Not Started	In Progress	Complete

##### Medium Priority Actions:

Action Item	Owner	Due Date	Status	Dependencies	Comments
			Not Started	In Progress	Complete
			Not Started	In Progress	Complete

### Decisions Required

Immediate Decisions Needed: \_\_\_\_\_

Decision Makers: \_\_\_\_\_

Decision Timeline: \_\_\_\_\_

Upcoming Decisions: \_\_\_\_\_

### Next Period Priorities

**Top 3 Priorities for Next Period:** 1. \_\_\_\_\_  
2. \_\_\_\_\_ 3. \_\_\_\_\_

**Key Activities Planned:** \_\_\_\_\_

**Resource Requirements:** \_\_\_\_\_

**Success Criteria for Next Period:** \_\_\_\_\_

### Communication and Reporting

#### Meeting and Communication Summary

**Key Meetings This Period:** - Steering Committee: \_\_\_\_\_

- Team Meetings: \_\_\_\_\_ - Stakeholder Reviews: \_\_\_\_\_

\_\_\_\_\_ - Vendor Meetings: \_\_\_\_\_

**Communication Effectiveness:**    Excellent    Good    Satisfactory    Needs  
Improvement

**Feedback from Stakeholders:** \_\_\_\_\_

#### Planned Communications

**Upcoming Meetings:** - Next Steering Committee: \_\_\_\_\_

- Stakeholder Presentation: \_\_\_\_\_ - Team Workshop: \_\_\_\_\_

\_\_\_\_\_ - Client Review: \_\_\_\_\_

**Communication Plan Updates:** \_\_\_\_\_

#### Document and Artifact Status

**Project Documents:** - **Project Charter:**    Current    Needs Update -

**Project Plan:**    Current    Needs Update - **Requirements Document:**

Current    Needs Update - **Design Documents:**    Current    Needs Update -

**Test Plans:**    Current    Needs Update

**Knowledge Management:** \_\_\_\_\_

## Appendices and Supporting Information

### Appendix A: Detailed Metrics and Charts

**Project Dashboard:** [Insert project dashboard screenshot or key metrics visualization]

**Burndown Chart:** [Insert burndown chart showing progress over time]

**Budget Tracking Chart:** [Insert budget variance chart]

### Appendix B: Risk Register

**Detailed Risk Register:** [Attach full risk register document]

**Risk Heat Map:** [Insert risk probability/impact matrix]

### Appendix C: Change Log

**Project Changes:** [Detailed log of all approved changes]

**Document Version History:** [Track all document updates and versions]

### Appendix D: Stakeholder Analysis

**Stakeholder Matrix:** [Interest/influence grid for all stakeholders]

**Communication Matrix:** [Stakeholder communication preferences and schedules]

### Appendix E: Technical Information

**Architecture Diagrams:** [System architecture and technical designs]

**Integration Points:** [Technical integration details and dependencies]

**Performance Metrics:** [Technical performance measurements and benchmarks]

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## Report Sign-Off and Approval

**Project Manager Certification**

**Project Manager Comments:** \_\_\_\_\_

**Report Accuracy Confirmation:** All information is accurate and current  
All metrics have been validated Stakeholder feedback has been incorporated  
Action items are clearly defined

**Project Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Stakeholder Review**

**Sponsor Review:** \_\_\_\_\_

**Sponsor Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Business Owner Review:** \_\_\_\_\_

**Business Owner Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PMO Review**

**PMO Comments:** \_\_\_\_\_

**Portfolio Alignment:**   Aligned   Needs Discussion   Issues Identified

**PMO Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Distribution List:** - Project Sponsor: \_\_\_\_\_

- Business Owner: \_\_\_\_\_ -

Executive Team: \_\_\_\_\_ -

Project Team: \_\_\_\_\_ - PMO:

\_\_\_\_\_ - Other Stakeholders:

**Next Report Due Date:** \_\_\_\_\_

**Report Archive Location:** \_\_\_\_\_

*This project status report template and associated project management policies are subject to change. Project managers are responsible for compliance with current PMO standards and methodologies available on the company intranet.*