

**Project Status Report**



**Project Name:** Project A5MMS



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
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**Project Status Report Version Control**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 9/27/2016 | A5MMS Team | Document created |

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# PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document that Project Managers may use as a means of formal regular reporting on the status of a project to key project stakeholders, including the Steering Committee, Project Sponsor, and Senior Manager.



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

Project Business Case

* + This is to form the business case need for the projects future plans, activities, implementation and endeavours.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Earl Jerome Rocero | Date:  09/27/2016 | Reporting Period:  09/28/16 to 10/05/2016 |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Project Business Case | | | | | * Cost Benefit and etc. Documentation | 10/05/2016 | 100% |  | | * Finalization of Business Case | 10/05/2016 | 100% |  | | * Printing of the Output | 10/05/2016 | 100% |  | | Project SWOT Analysis | | | | | * Project Strengths and Weaknesses Analysis | 10/05/2016 | 100% |  | | * Project Opportunities Analysis | 10/05/2016 | 100% |  | | * Project Threats Analysis and Finalization | 10/05/2016 | 100% |  | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor

