|  |
| --- |
| Project status Report |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Company**  **Street Address, City, ST ZIP Code**  **Phone phone Fax fax** |  | logo-placeholder |  |

# Project Summary

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

# Status Summary

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

# Project Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| task | % Done | Due date | driver | notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Budget Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| category | spent | % of total | on track? | notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Risk and issue history

|  |  |  |
| --- | --- | --- |
| issue | ASSIGNED TO | DATE |
|  |  |  |
|  |  |  |
|  |  |  |

# CONCLUSIONS/RECOMMENDATIONS

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.