[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Project Status Report

A short, decision-focused update for one reporting period: headline status first, then evidence, money, risks, and exactly what is needed from the reader.

Project: _____ Document: _____

Prepared by: _____ Project manager: _____

Sponsor: _____ Date of this document: _____

Version: _____ Reporting period: _____

Report date: _____ Previous report date: _____

Area	Rating	Reason
Overall	[Overall status rating]	[Reason for the overall status rating]
Schedule	[Schedule status rating]	[Reason for the schedule status rating]
Budget	[Budget status rating]	[Reason for the budget status rating]
Scope	[Scope status rating]	[Reason for the scope status rating]
Quality	[Quality status rating]	[Reason for the quality status rating]

1. Overall status: Rating key: Green means on track within the agreed tolerance and needing no help. Amber means at risk, with a recovery plan in place. Red means off track and needing a decision or help from outside the team. Use one rating per area, and give the reason in the same row. 2. Summary [Summary of where the project stands in two or three sentences, including the single most important point for the reader. If the status is not Green, state why in the first sentence]

3. Decisions and help needed A decision with no date is easily missed. Every item here names who must decide and the date by which the decision is needed.

Decision or help needed	Options	Needed from	Needed by	Effect of delay
[Decision or help needed]	[Options available for this decision]	[Name and role of the person the decision is needed from]	[Date by which the decision is needed]	[Effect if this decision is delayed]
[Decision or help needed]	[Options available for this decision]	[Name and role of the person the decision is needed from]	[Date by which the decision is needed]	[Effect if this decision is delayed]

4. Progress this period [Work completed in this reporting period, stated specifically] [Work completed in this reporting period, stated specifically] [Work completed in this reporting period, stated specifically]

Milestone	Planned date	Forecast date	Variance	Status
[Milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Variance between planned and forecast date]	[Status of this milestone]
[Milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Variance between planned and forecast date]	[Status of this milestone]
[Milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Variance between planned and forecast date]	[Status of this milestone]

5. Milestones: Progress against the plan. [Comparison of progress achieved with progress planned for this period, including milestones hit, missed or slipping] 6. Budget:

Budget measure	Amount	Note
Approved budget	[Approved budget for the project]	[Note on the approved budget]
Spent to date	[Amount spent to date]	[Note on spend to date]
Committed but not yet spent	[Amount committed but not yet spent]	[Note on committed amounts]
Forecast at completion	[Forecast amount at completion]	[Note on the forecast at completion]
Forecast variance	[Forecast variance against the approved budget]	[Explanation of the forecast variance]

7. Risks and issues Risks are events that may still happen. Issues are problems already affecting the project. Record the top items only; the full registers hold the rest.

Item	Risk or issue	Effect	Owner	Action and due date

[Company name]

[Risk or issue]	[Whether this item is a risk or an issue]	[Effect of this risk or issue on the project]	[Name and role of the owner of this item]	[Action to address this item and its due date]
[Risk or issue]	[Whether this item is a risk or an issue]	[Effect of this risk or issue on the project]	[Name and role of the owner of this item]	[Action to address this item and its due date]
[Risk or issue]	[Whether this item is a risk or an issue]	[Effect of this risk or issue on the project]	[Name and role of the owner of this item]	[Action to address this item and its due date]

8. Next period [Work planned for the next reporting period] [Work planned for the next reporting period] [Work planned for the next reporting period]

Next report due: [Date the next status report is due] Issued to: [Recipients of this status report]