

# IT PROJECT STATUS REPORT

## PROJECT NAME

PROJECT NO.

DATE PREPARED

REPORTING PERIOD

## PROJECT LEADER / MANAGER

PROJECT START

PROJECT END

## PROJECT STATUS

## ADDITIONAL INFORMATION

## PROJECT MILESTONES & NOTABLE ACCOMPLISHMENTS

## KEY PROJECT ISSUES EVALUATION

## CHANGE REQUEST EVALUATION

### *Detail key changes since the last status report*

## PROJECT RESOURCE EVALUATION

CATEGORY	BUDGETED COST FOR WORK NOT YET COMPLETED	BUDGETED COST OF WORK COMPLETED	ACTUAL COST OF WORK COMPLETED	DIFFERENCE
TOTALS				

### ADDITIONAL COMMENTS

APPROVED BY NAME AND TITLE	APPROVED BY SIGNATURE	DATE

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