**Executive Project Status Report Template**

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| --- | --- | --- | --- |
| Project Name |  | Project Code |  |
| Project Manager |  | Date of Status Entry |  |
| Period Covered |  | Projected Completion |  |
|  |  |  |  |
| Project Status |
| OverallStatus | HEALTHY |
| Summary | Enter information here about overall status and highlights: *“Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal.”* |
|  |  |  |  |
| Project Components |
| Component | Status | Owner / Team | Notes |
| Budget | Under |  |  |
| Schedule | Healthy |  |  |
| Quality | At Risk |  |  |
| Scope | Progress Halted |  |  |
| Risks |   |  |  |
| Roadblocks |  |  |  |
|  |  |  |  |

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| --- |
| Upcoming Work |
| Date | Status | Details |
|   | Progress Halted |   |
|   | Healthy |   |
|   | At Risk |   |
|   | Progress Halted |   |
|   |   |   |
|   |   |   |
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