[](https://www.smartsheet.com/try-it?trp=10776&utm_source=template-word&utm_medium=content&utm_campaign=Monthly+Project+Status+Report-word-10776&lpa=Monthly+Project+Status+Report+word+10776)**Monthly Project Status   
Report Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Name** |  | | | **Project Code** | |  |
| **Project Manager** |  | | | **Date of Status Entry** | |  |
| **Period Covered** |  | | | **Projected Date of Completion** | |  |
|  |  | | |  |  | |
| Project Status This Month | | | | | | |
| **Overall  Project  Status** | – Healthy – At Risk  – Progress Halted | **Summary** |  | | | |
|  |  |  | | |  | |
| Project Components | | | | | | |
| **Component** | **Status** | **Owner / Team** | | | **Notes** | |
| **Budget** | – Under – Over  – On |  | | |  | |
| **Schedule** | – On Track – At Risk  – Delayed |  | | |  | |
| **Quality** | – Acceptable – Issues Identified  – Critical Defects |  | | |  | |
| **Scope** | – Stable – Changing  – Creeping |  | | |  | |
| **Risks** | – Mitigated – Active Risk – Critical Risk |  | | |  | |
| **Roadblocks** | – None – Minor Issues  – Major Blockers |  | | |  | |
|  |  |  | | |  | |
| Upcoming Work | | | | | | |
| **Target Date** | **Owner / Team** | **Milestone / Activity** | | | **Status** | |
| **Budget** |  |  | | |  | |
| **Schedule** |  |  | | |  | |
| **Quality** |  |  | | |  | |
|  | | | | | | |

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