**Monthly Project Status
Report Template**

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| --- | --- | --- | --- |
| **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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