** One-Page Project Status Report Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | **Project No.** |  |
| **Project Manager** | **Period Covered** | **Date of****Status Entry** | **Projected Date****of Completion** |
|  |  |  |  |

Project Summary

|  |
| --- |
|  |

Project Overview

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Status** | **Details** | **Comments** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

Item 2

00/00-00/00

Item 3

00/00-00/00

Item 5

00/00-00/00

Item 1

00/00-00/00

Item 4

00/00-00/00

**CURRENT TIMELINE POSITION**

**00/00/0000**

**PROJECT START DATE**

**00/00/0000**

**PROJECT END DATE**

**00/00/0000**

Key Risks And Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk / Issue Name** | **Status** | **Owner** | **Description** |
|  |  |  |  |
|  |  |  |  |
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