**Project Status Report Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | Project Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ProjectManager | Date ofStatus Entry | PeriodCovered | Projected Dateof Completion |
|  |  |  |  |

Project Status This Week

|  |  |
| --- | --- |
| Overall Project Status | Potential Risks / Delays |

Summary

Enter information here about the overall status and highlights.

|  |
| --- |
|  |

Decisions Needed

|  |  |  |  |
| --- | --- | --- | --- |
| **Decision Description** | **Owner / Requester** | **Deadline** | **Status** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Milestones

|  |
| --- |
|  |

Project Components

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Status** | **Owner / Team** | **Notes** |
| **Budget** | On Budget |  |  |
| **Resources** | Limited |  |  |
| **Timeline** | Potential Risks / Delays |  |  |
| **Scope** | Changing |  |  |

Performance Metrics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KPI** | **Current Value** | **Previous Value** | **Change** | **Trend Indicator** |
|  |  |  |  | ↓ Slightly Down |
|  |  |  |  | ↑ On Track |
|  |  |  |  | Scheduled Q2 |
|  |  |  |  | ↑ Strong Progress |

Work Accomplished

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Description** | **Owner / Team** | **Reception** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Risks And Roadblocks

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk No.** | **Description** | **Owner / Team** | **Fix** |
|  |  |  |  |
|  |  |  |  |
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Project Risk Scoring

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk No.** | **Probability (1–5)** | **Impact (1–5)** | **Score (Probability x Impact)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Highlights And Key Takeaways

Bullets of great work, who owns what, where teams pivot, feedback received during the week, etc.

|  |
| --- |
|  |

Project Schedule

|  |  |  |
| --- | --- | --- |
| **Week No.** | **Status** | **Details** |
|  | Potential Risk |  |
|  | On Track |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Project Timeline

ROADBLOCK 1

Details

MILESTONE 1

Details

MILESTONE 2

Details

MILESTONE 3

Details

MILESTONE 4

Details

MILESTONE 5

Details

**CURRENT TIMELINE POSITION**

**00/00/0000**

ROADBLOCK 2

Details

**PROJECT START DATE**

**00/00/0000**

**PROJECT END DATE**

**00/00/0000**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Report Card | Budget | Resources | Risks | Quality |
|  | • | • | • | • |

|  |
| --- |
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