**Project Status Report Template Example**

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| --- | --- | --- | --- |
| Project Name | Learning Platform Rollout | Project Code | PSR-2032-LXP |

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| --- | --- | --- | --- |
| ProjectManager | Date ofStatus Entry | PeriodCovered | Projected Dateof Completion |
| Krista Ahmed | March 27, 2032 | March 20-27, 2032 | August 15, 2032 |

Project Status This Week

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

Summary

Enter information here about the overall status and highlights.

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| The project remains on schedule, but early-stage content validation has revealed inconsistencies across regional modules. Vendor response times on LMS integration requests have slowed, posing a moderate risk to the April milestone. Development on mobile accessibility features is ahead of plan, which may offset downstream testing delays. |

Decisions Needed

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| --- | --- | --- | --- |
| **Decision Description** | **Owner / Requester** | **Deadline** | **Status** |
| Approve revised scope for onboarding modules. | Krista Ahmed | April 1, 2032 | In Review |
| Confirm internal QA resources for the mid-April sprint. | Tech Ops Lead | March 30, 2032 | Pending |
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Milestones

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| Final content sets for three regional modules are 90% complete; full delivery remains possible by March 29 but depends on the final feedback cycle.The LMS integration environment is on track for deployment by April 5, with internal testing scheduled to begin two days later.QA activities for core modules will start on April 22; scope adjustments may require minor test plan updates.The pilot launch remains scheduled for June 10, contingent on completing the May user acceptance testing window.The overall go-live date of August 15 is unchanged. We will reassess in April following milestone two and early QA outcomes. |

Project Components

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Status** | **Owner / Team** | **Notes** |
| **Budget** | On Budget | Finance / PM | Vendor invoices remain consistent with projections. |
| **Resources** | Limited | HR / Tech Ops | QA resources for Sprint 4 are not yet confirmed. |
| **Timeline** | Potential Risks / Delays | Project Manager | Risk from content review and integration delays. |
| **Scope** | Changing | Product Team | Added two onboarding modules at the regional team's request. |

Performance Metrics

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| --- | --- | --- | --- | --- |
| **KPI** | **Current Value** | **Previous Value** | **Change** | **Trend Indicator** |
| Sprint Completion Rate | 91% | 93% | –2% | ↓ Slightly Down |
| Budget Utilization | 54% | 46% | +8% | ↑ On Track |
| QA Test Case Pass Rate | N/A | N/A | N/A | Scheduled Q2 |
| Content Review Completion | 72% | 58% | +14% | ↑ Strong Progress |

Work Accomplished

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Description** | **Owner / Team** | **Reception** |
| T-204 | Content module QA checklist finalized | Quality Team | Approved |
| T-205 | Integration API schema updated | Dev Team | Delivered on time |
| T-206 | Localization testing on three regions started | Localization Team | In Progress |
| T-204 | Content module QA checklist finalized | Quality Team | Approved |
| T-205 | Integration API schema updated | Dev Team | Delivered on time |

Risks And Roadblocks

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| --- | --- | --- | --- |
| **Risk No.** | **Description** | **Owner / Team** | **Fix** |
| R-001 | Delay in LMS API response from vendor | Integration Lead | Escalated to vendor; temporary stub in use |
| R-002 | QA staffing shortfall for Sprint 4 | HR / QA Lead | Additional contractor requested |
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Project Risk Scoring

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| --- | --- | --- | --- |
| **Risk No.** | **Probability (1–5)** | **Impact (1–5)** | **Score (Probability x Impact)** |
| R-001 | 4 | 4 | 16 |
| R-002 | 3 | 5 | 15 |
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Highlights And Key Takeaways

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

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| Early completion of accessibility modules by the UI/UX team.Integration schema finalized two days ahead of Sprint 3 kickoff.Content QA flagged inconsistencies early—mitigation is now underway.Regional team leadership has approved the scope update for the onboarding flow. |

Project Schedule

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| --- | --- | --- |
| **Week No.** | **Status** | **Details** |
| Week 12 | Potential Risk | Content approval delays could affect Sprint 4 readiness. |
| Week 11 | On Track | Sprint 3 tasks completed; team velocity within the expected range. |
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Project Timeline

ROADBLOCK 1

API latency from LMS vendor causing integration lag.

MILESTONE 1

Regional content completion – due March 29

MILESTONE 2

Integration environment live – due April 5

MILESTONE 3

Details

MILESTONE 4

Details

MILESTONE 5

Details

**CURRENT TIMELINE POSITION**

**03/27/2032**

ROADBLOCK 2

Details

**PROJECT START DATE**

**01/10/2032**

**PROJECT END DATE**

**08/15/2032**

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

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