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| **Simple Project Status Report Template Example** |  |  |
| Project Information |  |  |
| Project Name | Project Alpha |  |  |
| Date of Report | MM/DD/YY |  |  |
| Projected Date of Completion | MM/DD/YY |  |  |
| Project Manager | Jason Desjardins |  |   |
| Project Status |
| Overall Project Status | In Progress |  |  |
| Summary | *Enter information here about overall status and highlights: “Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal.”* |
| Project Details |
| Component | Status | Owner / Team | Notes |
| Deliverable 1 | Up To Date |  | Status options should be "Over, Under, On" |
| Deliverable 2 | Hold |  | Status Options should be "On Track, Behind Schedule, Progress Halted" |
| Deliverable 3 | Overdue |  | Status options should be "Present, Not Present" |
|  | Complete |  |  |
|  | In Progress |  |  |
|  | Overdue |  |  |
|  | Overdue |  |  |
|  | Overdue |  |  |
|  | Overdue |  |  |

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| **Simple Project Status Report Template**  |  |  |
| Project Information |  |  |
| Project Name |  |  |  |
| Date of Report |  |  |  |
| Projected Date of Completion |  |  |  |
| Project Manager |  |  |   |
| Project Status |
| Overall Project Status | In Progress |  |  |
| Summary |  |
| Project Details |
| Component | Status | Owner / Team | Notes |
|  | Not Started |  |  |
|  | On Hold |  |  |
|  | Delayed |  |  |
|  | Complete |  |  |
|  | In Progress |  |  |
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