|  |  |
| --- | --- |
| Project Status Report | Overall Status: **[Select]** |

# Project Name: [Project Name]

[Select Date]

|  |  |
| --- | --- |
| Status Code Legend |  |
| * On Track: Project is on schedule | * High Risk: At risk, with a high risk of going off track |
| * At Risk: Milestones missed but date intact | * Off Track: Date will be missed if action not taken |

|  |  |
| --- | --- |
| The project is [Select] the week of [Select Start Date] - [Select End Date], due to the following: | * [To add a bullet for any status, on the Home tab, in the Styles gallery, click the name of the status of you need.] * [To replace any placeholder text (such as this) just click it and start typing.] * [Additional status item.] |
| Issues: | * [Issue No. 1] * [Issue No. 2] * [Issue No. 3] |
| Milestones accomplished the week of [Select Start Date] - [Select End Date]: | * [Milestone No. 1] * [Milestone No. 2] * [Milestone No. 3] |
| Milestones planned this week, but not achieved with variance: | * [Milestone No. 1] * [Milestone No. 2] * [Milestone No. 3] |
| Milestones planned for next week: | * [Milestone No. 1] * [Milestone No. 2] * [Milestone No. 3] |
| Areas/questions for discussion: | [List/summarize topics here.] |
| Last week’s issues forwarded to this week: | [List/summarize issues here.] |

# Contact Information

[If you want to add any important info about the contacts that follow, you can do that here. If not, just click this placeholder and press Delete to remove it.]

|  |  |
| --- | --- |
| **[Client Project Manager]**  Office: [Office Phone]  Mobile: [Cell Phone]  Email: [Email address] | **[Client Project Champion]**  Office: [Office Phone]  Mobile: [Cell Phone]  Email: [Email address] |

# Project Abstract

[Add a brief project summary here.]