

PROJECT STATUS REPORT

[Project name] for [Client name]

Report no. [#]
Data date: [date]
Period: [start date] to [end date]

1 PROJECT INFORMATION

PREPARED BY

[Name, role, company]

CLIENT SPONSOR

[Name, role]

CONTRACT DATES

[Start date] to [end date]

DISTRIBUTION

[Who receives this report]

2 OVERALL STATUS AND SUMMARY

☐ Green

☐ Amber

☐ Red

[Three sentences. Where the project stands against the plan. What changed since the last report. What you need from the reader, and by when.]

3 STATUS BY AREA

AREA	STATUS	COMMENT
Schedule	[G / A / R]	[What drives the rating and what you are doing about it]
Scope	[G / A / R]	[Change requests raised, approved or pending]
Hours and budget	[G / A / R]	[Hours used against the estimate, forecast at completion]
Client inputs	[G / A / R]	[Data, access, feedback or approvals you are waiting for]

4 COMPLETED AND PLANNED

COMPLETED

- [Deliverable or task completed, with the date]
- [Deliverable or task completed, with the date]
- [Deliverable or task completed, with the date]

PLANNED

- [Planned deliverable or task, with the date]
- [Planned deliverable or task, with the date]
- [Planned deliverable or task, with the date]

5 MILESTONES

MILESTONE	DUE DATE	STATUS	FORECAST OR NOTE
[Milestone, written as a state: "Report approved"]	[date]	[status]	[On track, or new date and why]
[Milestone]	[date]	[status]	[On track, or new date and why]
[Milestone]	[date]	[status]	[On track, or new date and why]

6 HOURS AND BUDGET

MEASURE	PLAN	ACTUAL	COMMENT
[Hours this period]	[h]	[h]	[Pace against the plan]
[Hours to date, or budget to date]	[h or amount]	[h or amount]	[Forecast at completion]

7 RISKS AND ISSUES

TYPE	DESCRIPTION	IMPACT	OWNER	ACTION AND DATE
[Risk]	[What could happen]	[Effect on the plan]	[Name]	[What you will do, by when]
[Issue]	[What is happening now]	[Effect on the plan]	[Name]	[What you will do, by when]

8 DECISIONS AND INPUTS NEEDED

WHAT IS NEEDED	FROM WHOM	BY WHEN	IF IT IS LATE
[Decision, data, access or approval]	[Name]	[date]	[What happens if it arrives late]
[Decision, data, access or approval]	[Name]	[date]	[What happens if it arrives late]

STATUS RULES (AGREED AT KICKOFF)

Green: on track for the agreed dates, scope and hours.

Amber: a date, a scope item or the hours forecast is at risk; a recovery plan exists and no client decision is needed yet.

Red: a commitment will be missed unless the client or the sponsor decides something.