

[Date]

Project Status Report

Project Name

[Project Name]

Client Name

[Client Name]

Project Manager

[Project Manager]

Prepared By

[Name]

Snapshot of Project

Activity	% Complete	Issues	Delivery Date	Owner

Status Summary

[Start text here.]

Budget Overview

Item	Owner	On Track?	Notes

[Company]

Tel [Telephone]

Fax [Fax]

[Street Address]

[City, ST ZIP]

[Website]

[Email]

replace with
LOGO