

# Project Status Report for Month Ending <month-year>

*(Notes to author – This is expected to be a short document, regardless of project size. In fact, the report may not be any longer than the template. The primary purpose of this report is to communicate to the readers if the project is on track and to indicate where it is not on track and what is being done about this. It is NOT to provide a record what work the team did and what work the team will do – the focus is on deviations from plan, not writing what about what is going to plan. This makes for a shorter and more focused report. If there is a need to record more detail, then it can be done via an Appendix or attached document).*

Project name: <project name> Client: <client name>  
Project manager: <project manager's name> Project number: <client name>  
Contract type: <t&m, fixed price, internal, other (explain if other)>  
Report date: <date status report produced, dd-mmm-yy>  
Distribution: Getronics-Wang: <name 1, title>  
<name 2, title>  
<client name> <name 1, title>  
<name 2, title>

## Management Summary

Enter a very brief summary of whether or not the project is on target to meet its key delivery dates, and is on target to meet its budget objectives. If not, what is the key reason (s). You might also indicate in here any significant risks that are in danger of occurring or have occurred, and what you need from your management and the client in the short term to make the project successful. This section should be no more than half to one page, regardless of project size. It should be just one sentence if everything is going according to plan.

## Key Milestones Table (those that represent significant project progress)

Id.	Title	Plan completion date	Forecast completion date as reported two months ago	Forecast completion date as reported last month	Current forecast completion date	Actual completion date
1	Description	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy
2	Description					
	**					
	**					
	**					
N	Description					

## Progress and Deviations from Plan

Provide a brief report of any parts of the project that are NOT progressing as planned, and what is being done to address this. Achievement of key milestones or other significant measure of progress towards the key milestones may be noted. This section is NOT to just be a commentary on what you and your team did last month. If there is a need to record this for audit purposes or to demonstrate the activities to the client, then put this in an appendix to this report.

## Risk Register

This may be attached to the report if it is tracked in a separate risk database. Make sure that this section, or the attachment, just contains the key project risks. If the risks are documented here, use the following format.

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 Project name: <project name>

Project number: <project code>  
 Client: <client name>

Id.	Description	Mitigation plan (what is being done to prevent the risk)	Contingency plan (what will be done if the risk occurs)	Likelihood of occurring	Potential impact (dollar / schedule / quality etc)

Describe any major changes since the previous report, or any other commentary you feel is appropriate.

**Metrics**

Report any key metrics if this is appropriate. For instance, number of test cases developed to date versus planned, defect chart, etc. This is to be a very brief summary.

**Financial Status**

INVOICED TO DATE		
For last month		
Actual project to date (includes last month)		
Client paid to date		
OVERDUE INVOICES		
Invoice no.	Amount	Date sent
		dd-mmm-yy

TOTAL CONTRACT VALUE	
Planned total	
Forecast total (=planned + agreed changes)	

Describe any major changes since the previous report, or any other commentary you feel is appropriate.

**Change Request History**

List any amendments made to the original contract and ensure they have a unique identifier. Use the following table:

Id.	Title	\$amount	Schedule change (if any)	Status (in review, agreed, withdrawn)	Comments

Describe any major changes since the previous report, or any other commentary you feel is appropriate.

**Other**

Add anything else you think is appropriate, such as reports on any outside audits / reviews of the project and their key findings.

**INTERNAL COMPANY INFORMATION**

*All the preceding information is intended to be deliverable to the client. The following section is for internal company use only, not to be delivered to the client. Write the client report first, then make a copy of the file with a different name for the company internal version. This is to avoid accidentally supplying the client with the company internal version.*

**Management Summary**

Enter a very brief summary of any additional comments you want to make that are for company internal use only. For instance:

- problems with the client (which may be reported above, but may be added to here)
- if this were a fixed price project for an external client, management comments on the project costs would be appropriately reported here and not in the client visible section.

**Metrics**

Report any key metrics for internal company use if this is appropriate. For instance, on a fixed price project this may be a resource usage report summary (for each major work area or project phase, days worked, forecast days to go, planned total, forecast total, changes to forecast from previous month, etc)

**Other Comments**

Add anything else you think the company should be aware of that is not appropriate to be issued to the client.

**Financial Report**

If a fixed price contract, complete the following table (all entries are \$):

	To date	Forecast to go	Forecast total as reported two months ago	Forecast total as reported last month	Current forecast total	Originally planned total (include change orders)
Labor						
Expenses						
Materials						
Contingency	N/A					
TOTALS						

Note: There is no contingency "To date": contingency either gets spent or converted to additional profit.

Describe any major changes since the previous report, or any other commentary you feel is appropriate.