PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
[Select Date]	[Project]	Laurel Yan

STATUS SUMMARY

[To replace placeholder text (such as this), just click it and start typing. Ready to add your digits? No problem! Double-click the header area of the page where you see the contact info placeholders and go to it.]

PROJECT OVERVIEW

TASK	% DONE	DUE DATE	DRIVER	NOTES

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE

CONCLUSIONS/RECOMMENDATIONS

[Need another table row? Just hover your mouse pointer outside the left edge of the table and then click the plus sign that appears between rows.]