

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:	<ul style="list-style-type: none">● [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:	<ul style="list-style-type: none">● [Issue No. 1]● [Issue No. 2]● [Issue No. 3]
Milestones accomplished the week of [Select Start Date] - [Select End Date]:	<ul style="list-style-type: none">● [Milestone No. 1]● [Milestone No. 2]● [Milestone No. 3]
Milestones planned this week, but not achieved with variance:	<ul style="list-style-type: none">● [Milestone No. 1]● [Milestone No. 2]● [Milestone No. 3]
Milestones planned for next week:	<ul style="list-style-type: none">● [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.]