

[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**