Click or tab here to enter Project Name **Project Status Report**

**Project Scope Summary**

Click or tap here to enter text describing a summary of project scope or expected deliverables. Limit to 2 lines.

**Report Date:** Click or tap to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Sponsor** | **Project Manger** | **Go-live Date** | **Project Health** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Choose an item. |

**Status Summary**

Click here to provide an explanation for the current status or justify the forecast based on recent events or accomplishments.

**Project Issues and Risks**

Provide a list of current issues/risks, their status, and mitigation steps from the project risks and issues log.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Issue Title/Description | Owner | Status | Mitigation Steps |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Recent Accomplishments – Prior Period**

Click here to provide a list of recent accomplishments focusing on deliverables when possible.

**Planned Accomplishments – Next 30 Days**

Click here to provide bulleted list of upcoming deliverables or goals followed by due dates.

**Project Financials**

If applicable, please use the table below to outline the status of the project budget.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Baseline Budget | Actuals | Remaining Budget | Estimate to Completion | Forecast | Budget to Forecast Variance |
| $ | $ | $ | $ | $ | $ |