

Project Status Report Template



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Project Status Report Template

TOP PROBLEMS/ISSUES

- Describe any problems or issues that need to be addressed.
- Identify the underlying problem causes.
- Identify any impacts caused by the problems.
- Describe all corrective actions needed to get back on track.
- Describe any potential problem areas.

ACCOMPLISHMENTS

- List and briefly describe any accomplishments made since the last report.

SCHEDULE STATUS¹

- Give a brief schedule status of your team's activities.
- List planned vs. actual dates.
- Explain reasons for variance and planned corrective action.
- List the milestone and deliverable events/activities for the upcoming month or report period, due dates and status.
- Identify planned schedule activities for the next two weeks.

BUDGET/LABOR HOURS STATUS

- Provide a brief budget status of your team's activities.
- List planned vs. actual hours.
- Explain reasons for any variances and the planned corrective actions.

DELIVERABLES STATUS²

- Describe the overall status of the team's primary deliverables.

¹ Schedule and budget status items should be tracked using metrics, such as SPI and CPI, when using Earned-Value Management (EVM) methods.

² Deliverables may include documents, tangible items, information, study results, etc.

PROJECT RISKS

- List and describe any existing risks that need to be addressed.
- List and describe any potential risks that need to be addressed.
- Identify any plans for implementing risk abatements.

PROJECT LEVEL ACTION ITEMS

- List and describe the status of any project-level action items.