

## **Document: Individual Status Report**

Project team members should communicate regularly with their project managers, informing them of the current status of the project and managing future expectations. If the project manager is not kept well informed of each person's progress, there is a greater likelihood of problems stemming from differing levels of expectations. The project manager should be talking to the team on an ongoing basis, but this report allows for a formal, documented communication of progress to occur. Many project managers discuss project status with the team on a daily basis, but only update the workplan based on this formal, documented status report.

**Project Name**  
**Status Report**  
**by (Name of Person)**  
**Period Ending MM/DD/YYYY**

*Overall Status (List any concerns, potential problems, risks, etc., for the assigned work):*

*Significant Accomplishments This Period:*

*Planned Accomplishments Next Period:*

*Additional Comments or Highlights Not Reflected Above:*