

Document: Project Status Report

Project managers should communicate regularly to stakeholders, letting them know of the current status of the project and managing future expectations. If these key people are not kept well informed of the project progress, there is a greater likelihood of problems stemming from differing levels of expectations. In fact, in many cases where conflicts arise, it is not because of the actual problem, but because a customer or stakeholder was surprised. The status report, along with status meetings and other proactive communication, should ensure that there are no surprises.

Project Name
Project Status Report
Period Ending MM/DD/YY

Project Manager:

Project Description:

Yes	No	Overall Status – At a Glance
		Will the project be completed on time?
		Will the project complete within budget?
		Will the project deliverables be completed within acceptable quality levels?
		Are scope change requests being managed successfully?
		Are project issues being addressed successfully?
		Are project risks being successfully mitigated?
		Are all customer concerns being addressed successfully?
<i>Explanation of Items Above Checked "No":</i>		
<i>Significant Accomplishments This Period:</i>		
<i>Planned Accomplishments Next Period:</i>		

Additional Comments or Highlights Not Reflected Above:

Attachments: Any other relevant information can be included as an attachment to this document. Examples include

- Budget and Effort Hours Summary
- Earned Value
- Issue Log
- Scope Change Log
- Project Workplan
- Project Metrics/Statistics
- Additional Company Reporting Requirements