PROGRESS STATUS REPORT

[Product/Project Name]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Manager** |  | Date |  |
| **Reporting Period** |  | | |
| **Project Stage** |  | | |

# Summary View Indicate the red, green, yellow status of each key status area of the project/work effort.

|  |  |  |
| --- | --- | --- |
| Area | This Period | Last Period |
| Schedule | **Green** | **Yellow** |
| Scope | **Green** | **Green** |
| Budget | **Red** | **Yellow** |
| Deliverables | **Green** | **Green** |
| Task Force Communication | **Green** | **Green** |
| Risk/Issue Management | **Yellow** | **Green** |
| Change Management | **Red** | **Yellow** |

# Accomplishments for This Period

List the major accomplishments completed in this period from the project/work effort schedule.

# Planned Activities for Next Reporting Period

List the activities from the project/work effort schedule that are planned for the next reporting period.

**Budget Status**

Identify the current budget status, including the initial budget from the work plan, last approved budget, current estimate, reason for new estimate, and cost expenditures to date.

# Milestones/Deliverables

List the major milestones and deliverables (including project closeout), the planned and actual start dates, planned and actual end dates, and the percent complete for each milestone/deliverable.

# Changes Requests

Identify change requests that occurred during this reporting period. Provide the status of the new change requests and all open change requests.

# Risks

List the current highest risk factors for the project/work effort and any actions taken to mitigate the risk.

# Issues

List all open issues, the actions taken to address each issue, and the status of the actions.