**PROJECT STATUS REPORT**

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| --- | --- | --- | --- |
| **Project Name** |  | **Project Code** |  |

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| --- | --- | --- | --- |
| **Project**  **Manager** | **Date Of**  **Status Entry** | **Period**  **Covered** | **Projected Date**  **Of Completion** |
|  |  |  |  |

**Project Status this Week**

|  |  |
| --- | --- |
| **Overall Project Status** | Roadblock / Overage | Potential Risks / Delays | On Track |

**Summary**

Enter information here about the overall status and highlights: “Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal.”

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**Milestones**

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**Project Components**

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| --- | --- | --- | --- |
| **Component** | **Status** | **Owner / Team** | **Notes** |
| **Budget** | Over  –  Under  –  On |  | Call out highlights: "Exceptional work," "Solved problems, as well as issues, including establishing ownership of fixing trouble spots." |
| **Resources** | Roadblock / Overage  –  Potential Risks / Delays  –  On Track |  | New developments, new team members, etc. |
| **Timeline** | Roadblock / Overage  –  Potential Risks / Delays  –  On Track |  | On track to final launch date |
| **Scope** | Roadblock / Overage  –  Potential Risks / Delays  –  On Track |  |  |

**Work Accomplished**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Description** | **Owner / Team** | **Reception** |
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**Risks and Roadblocks**

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| --- | --- | --- | --- |
| **Risk No.** | **Description** | **Owner / Team** | **Fix** |
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**Highlights And Key Takeaways**

Bullets of great work, who owns what, where teams are pivoting, feedback received during the week, etc.

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**Project Schedule**

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| --- | --- | --- |
| **Week No.** | **Status** | **Details** |
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|  |  |  |
|  |  |  |

**Project Timeline**

ROADBLOCK 1

Details

MILESTONE 2

Details

MILESTONE 3

Details

MILESTONE 4

Details

MILESTONE 5

Details

**CURRENT TIMELINE POSITION**

**00/00/0000**

ROADBLOCK 2

Details

**PROJECT START DATE**

**00/00/0000**

**PROJECT END DATE**

**00/00/0000**

MILESTONE 1  
Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Report Card** | **Budget** | **Resources** | **Risks** | **Quality** |
| **Project 1** | • | • | • | • |
| **Project 2** | • | • | • | • |
| **Project 3** | • | • | • | • |
| **Project 4** | • | • | • | • |
| **Project 5** | • | • | • | • |