



Tel

Fax

PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE

PROJECT NAME

PREPARED BY

PROJECT CONTACT INFORMATION

NAME OF CONTACT

PHONE & E-MAIL

TITLE

PROVIDE DETAILS OF THE CURRENT STATUS OF YOUR PROJECT BELOW

PROJECT OVERVIEW

TASK	% DONE THIS PERIOD	OVERALL % COMPLETE	COMPLETION DATE	NOTES

BUDGET OVERVIEW

CATEGORY	SPENT THIS PERIOD	% COMPLETE	BALANCE	ON TRACK?	NOTES

PROJECT STATUS REPORT

ISSUE HISTORY

ISSUE	DATE ASSIGNED	DATE RESOLVED

DOCUMENT ISSUES AND NEEDED CHANGES BELOW (DESCRIBE IN DETAIL)

PROJECT COMPLETION DATE

START DATE

COMPLETION DATE

PREPARED BY

REPORT DATE