Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

A project status report could be defined as a regular report that states the up-to-date project progress and compares it with the project plan. It also serves as a main communication tool to convey key messages to the right people at the right time and with the right format. The project status report helps monitor, manage the project, and provide documentations for future projects improvements.

When creating a status report, it is very important to use the stakeholder register and the communication plan in order to assist you with who needs to be informed? With what information? When? And in what format? This helps organizing and formulating the report and maintain stakeholder’s expectations.

The project status report varies from one format to another depending on the audience the report is presented to. Senior management requires a high-level status report, while more detailed status report may be required by the project team. Keep it simple and straight forward, and as the book points out, “watch your bark”.

To begin with, identify the name of the project, the date the report is created on, the sponsor, and simply ask these three questions: What have we accomplished already? What are we going to do next? And what problems/challenges/opportunities are we facing?

Provide a short and succinct summary of the project up-to-date progress and highlight the schedule, budget, and issues with green, yellow, or red colors in order to indicate the status of each one them. Green indicate that the project is on track, yellow indicate that the project has some issues or delays, and red indicate that the project is at risk.

Next, List down the major milestones as it is important to only select the milestones that are with an interest to the subjected audience or stakeholder. Executive stakeholders tend to only want know whether or not the project is on track. Again, keep it simple and to the point. Describe what the milestone is and what date it is expected to be finished. Provide the current status of each milestone and the owner of each milestone. The owner is responsible about providing the project manager with updates for the milestone he or she is responsible about. In addition, give a short yes or no answer to highlight if any particular milestones has issues or not. Use the comments area to write down any comments or notes as necessary.

In the project risks and issues status reporting area, provide the major risks and issues the project is facing and indicate the priority level of each risk or issue followed by describing what impact each risk or issue has on the project. Provide action steps on how to move forward in dealing with each one of them and always make sure there is someone is assigned to be followed-up with and provide the needed feedback for those issues – the owner. **Note: An issue should never appear here for the first time – there should be no surprises. Schedule a meeting with the client, project sponsor, or others as necessary to discuss issues before adding them here.**

On the budget part of the project status report, provide some information about how much money (in percentage) was spent on the project to-date and how much money is left. Compare the result with the project plan and provide the status; under budget or over budget.

The last part is dedicated to whether or not executive help is needed for any particular situation. Describe the issues that needs some help and what is the proposed actions to solve or mitigate those issues. It is always important to ask for help if assistance is required.

**Note: it is highly advised to tailor any report to meet the audience expectations and information security. DO NOT share confidential information with the wrong stakeholders. If possible, use graphs to better illustrates and visualize data.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Manager |  | | Sponsor |  | | Date |  |
| Project Progress Summary | Schedule |  | Budget |  | Issues |  |  |
| Summary: | | | | | | |
| Project Milestones | | | | | | | |
| Milestone description | Expected date of completion | | Status | Owner | Issues (yes/no) | Comments | |
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| Project Risks and Issues | | | | | | | |
| Risks/Issues | Priority | | Impact on project | Action | | Owner | |
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|  |  | |  |  | |  | |
| Budget | | | | | | | |
| Budget Spent (%) |  | | Remaining (%) |  | | Status |  |
| Executive Assistance And Issue Escalations | | | | | | | |
| Assistance/issue Description | | | Action Requested | | | | |
|  | | |  | | | | |

Prefilled Example:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Manager | Rhett Sero | | Sponsor | Rick, Sally | | Date | 25 July 2018 |
| Project Progress Summary | Schedule |  | Budget | N/A | Issues |  |  |
| Summary:  The project is progressing according to plan, with no major issues or variances. There is one upcoming issue in that a key developer will be taking an extended vacation in August. | | | | | | |
| Project Milestones | | | | | | | |
| Milestone description | Expected date of completion | | Status | Owner | Issues (yes/no) | Comments | |
| Dashboard admin panel coding | 1 August 2018 | | On track for completion | Rob | No |  | |
| Dashboard UI mods | 30 September | | Not started | Sue | Yes | Sue on a two-week vacation in August | |
|  |  | |  |  |  |  | |
| Project Risks and Issues | | | | | | | |
| Risks/Issues | Priority | | Impact on project | Action | | Owner | |
| Sue Vacation | Medium High | | Dashboard UI start and end late; project end date | Rick assisting in finding alternative resource | | Rick, Rhett | |
|  |  | |  |  | |  | |
| Budget | | | | | | | |
| Budget Spent (%) | N/A | | Remaining (%) |  | | Status |  |
| Executive Assistance And Issue Escalations | | | | | | | |
| Assistance/issue Description | | | Action Requested | | | | |
| None at this time | | |  | | | | |