Project Status Report Template

Document and report out project progress and status



The project status report is a critical part of effective project communications to update the project team, sponsors and key stakeholders. The project status report is used to monitor and control project progress, or serve as a snapshot of where the project stands. It is typically developed by the project manager on a regular basis and can be customized by audience or stakeholder.

## Instructions

1. Review the template and refine it to suit your project needs.
2. Determine how frequently the progress report will be completed and identify stakeholders who will receive the report.
3. You can use the **Project Charter** and **Project Plan** to fill in objectives and activities you will report on.
4. Complete the progress report for the given period, weekly or monthly.
5. Distribute and post to the project repository.

## Helpful hints

* **Bolded text** (as used above) indicates that the resource referenced is available elsewhere in the IIS Migration Toolkit.
* Use bold green, yellow and red color-coding to highlight project status. (See end of document for project status color key.)
* If communicating about the report via email, include a high-level summary in the body of the email message as well as the attachment/link to the complete report.

# <Project Name> Status Report

### Project Start Date: <Start date> Progress Report Period: <Start date - End date>

**Project goal(s):**

|  |  |
| --- | --- |
| **Project objectives** | **Overall project status** |
| 1.  2.  3.  4. | <% complete>  [As indicated in **Project Plan**] |
| **Comments** | |
| <Information about the overall status of the project for this reporting period. Elaborate on the color-coded overall status above.> | |

|  |  |  |
| --- | --- | --- |
| **Objective 1: <Objective>** | | **Status**: <% Complete> |
| Activities: | | Outputs: |
| Activities completed/progressed during the reporting period |  | |
| Activities planned for the next reporting period |  | |
| Anticipated barriers, if any |  | |
| Items needing discussion/escalation, if any |  | |

|  |  |  |
| --- | --- | --- |
| **Objective 2: <Objective>** | | **Status**: <% Complete> |
| Activities: | | Outputs: |
| Activities completed/progressed during the reporting period |  | |
| Activities planned for the next reporting period |  | |
| Anticipated barriers, if any |  | |
| Items needing discussion/escalation, if any |  | |

|  |  |  |
| --- | --- | --- |
| **Objective 3: <Objective>** | | **Status**: <% Complete> |
| Activities: | | Outputs: |
| Activities completed/progressed during the reporting period |  | |
| Activities planned for the next reporting period |  | |
| Anticipated barriers, if any |  | |
| Items needing discussion/escalation, if any |  | |

|  |  |  |
| --- | --- | --- |
| **Objective 4: <Objective>** | | **Status**: <% Complete> |
| Activities: | | Outputs: |
| Activities completed/progressed during the reporting period |  | |
| Activities planned for the next reporting period |  | |
| Anticipated barriers, if any |  | |
| Items needing discussion/escalation, if any |  | |

### Project status color key

|  |  |
| --- | --- |
| **Project status** | **Description** |
|  | Everything is going well with the project. |
|  | There are potential issues with the project that need attention. |
|  | There are serious issues with the project that will cause delays or overrun the budget. |

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