

## Template Guide

### **What is a Project Status Report?**

*The Project Status Report is a document, which is used by Project Managers to formally communicate the status of a project to Project Executives, on a regular basis.*

*Its purpose is to:*

- *Ensure that all stakeholders are regularly informed on the progress of the project, as well as any important risks and issues for attention*
- *Raise to Project Executive items for immediate action or resolution*
- *Provide a single view of the progress of the project to date.*

*The Project Status Report should describe the status of the:*

- *Overall project*
- *Project Schedule (based on the Project Plan)*
- *Project Expenses (based on the Financial Plan)*
- *Project Staffing (based on the Resource Plan)*
- *Project Deliverables (based on the Quality Plan)*
- *Project Risks (based on the Risk Register)*
- *Project Issues (based on the Issues Register).*

### **When to use a Project Status Report**

*Project Status Reports should be generated on a regular basis (e.g. weekly, monthly) throughout the Project 'Execution' phase. Only summarized information that is pertinent to the recipients of the report should be included. For larger projects several reports may be generated over various periods. For instance, the Project Manager may report weekly to the Project Sponsor as well as monthly to the Project Steering Committee.*

### **How to use this template**

*This document provides a guide on the topics usually included in a Project Status Report. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.*

## Project Status Report

### PROJECT DETAILS

Project Name:	Report Recipient:
Project Id:	Report Prepared By:
Project Sponsor:	Report Preparation Date
Project Manager:	Report Period:

**Project Description:**  
*Summarize the overall project achievements, risks and issues experienced to date.*

### OVERALL STATUS

Overall Status: [Description]  
 Project Schedule: [Description]  
 Project Expenses: [Description]  
 Project Deliverables: [Description]  
 Project Risks: [Description]  
 Project Issues: [Description]  
 Project Changes: [Description]

### DETAILED STATUS

#### Project Schedule

Milestone	Baseline	Actual	Actual Variance	Forecast	Forecast Variance	Status
<i>Description</i>	<i>Description</i>	<i>Date</i>	<i>Days</i>	<i>Date</i>	<i>Days</i>	

#### Project Expenses

Type	Baseline	Actual	Actual Variance	Forecast	Forecast Variance	Status
Operating (OPEX)	\$	\$	\$	\$	\$	
Capital (CAPEX)	\$	\$	\$	\$	\$	

#### Project Staffing

Activity	Baseline	Actual	Actual Variance	Forecast	Forecast Variance	Status
<i>Description</i>	<i>Days Effort</i>	<i>Days Effort</i>	<i>Days Effort</i>	<i>Days Effort</i>	<i>Days Effort</i>	