PROJECT STATUS REPORT



**Project name**

**Project manager**

**Date**

**Project number**

**Project sponsor**

**Period covered**

|  |  |
| --- | --- |
| **PROJECT STATUS** |  |
| **PROJECT SUMMARY** | | | |
| Provide a short summary of the project's status and progress. | | | |

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| **COMPONENT HEALTH** | | | | |
|  | **Actual** | **Estimate** | **Status** | **Comment** |
| **Scope** |  |  |  |  |
| **Schedule** |  |  |  |  |
| **Budget** |  |  |  |  |
| **Resources** |  |  |  |  |

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| **PROGRESS SUMMARY** | |
| **Completed this week** | **Planned for next week** |
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| **WORK ACCOMPLISHED** | | | |
| **Task number** | **Task description** | **Owner/Team** | **Comment** |
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| **MILESTONES** | | | | |
| **Name** | **Description** | **Target date** | **Completed** | **Comment** |
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| **RISKS & ISSUES** | | | | |
| **Risks** | | | | |
| **Risk number** | **Task description** | **Owner/Team** | **Status** | **Comment** |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Issues** | | | | |
| **Issue** | **Description** | **Owner/Team** | **Status** | **Mitigation plan** |
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| **HIGHLIGHTS & KEY TAKEAWAYS** |
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