



PROJECT STATUS REPORT

Project Overview

Project Details	
Project Name	
Project Manager	
Report Date	
Reporting Period	
Project Summary	

Project Progress

Detail the progress made since the last report, highlighting completed tasks, milestones, and any deviations from the plan.

Task/Milestone	Status	Completion Date	Comments



Issues and Risks

Identify and describe any issues or risks encountered, along with their potential impact and planned mitigation or resolution.

Issue/Risk Description	Impact Level	Mitigation/Resolution	Responsible Person(s)

Next Steps and Key Decisions

Combine the upcoming actions and key decisions made during the reporting period, including responsibilities and timelines.

Next Step/Action Item or Decision	Responsible Person(s)	Date	Comments

Summary and Recommendations

Provide a concise yet comprehensive summary of the current project status and any recommendations for ensuring successful project completion.

Summary	Recommendations