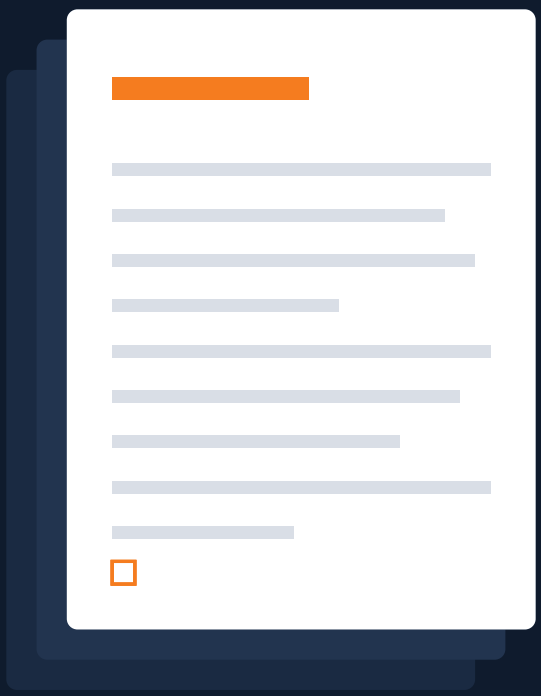
Documentation
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FREE TEMPLATE

PROJECT MANAGEMENT

Project Status Report

A regular snapshot of progress, health, risks and decisions needed.

PHASE

Execution & Monitoring

PRIMARY USERS

PMs, Stakeholders

About this template

A Status Report tells stakeholders in two minutes whether the project is on track, what was done, what is next, and what help is needed. Use RAG (Red/Amber/Green) ratings consistently and lead with decisions required.

Detail	
Phase	Execution & Monitoring
Primary users	PMs, Stakeholders

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Report period**	
Project manager		**Report date**	

01 Overall Status

Area	RAG	Comment
Overall	[G/A/R]	
Schedule		
Budget		
Scope		
Resources		
Quality		

02 Executive Summary

GUIDANCE *Three to five sentences on progress and anything that needs attention.*

03 Decisions / Help Needed

Decision needed	From	By when

04 Accomplishments This Period

05 Planned Next Period

06 Milestones

Milestone	Baseline date	Forecast date	Status

07 Budget

Approved budget		**Spent to date**	
Forecast at completion		**Variance**	

08 Top Risks & Issues

Risk / issue	Impact	Action	Owner

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