

MONTHLY PROJECT STATUS REPORT POWERPOINT TEMPLATE

1. PROJECT STATUS THIS MONTH

MONTH
YEAR

PROJECT NAME	NAME	PROJECT CODE	CODE
PROJECT MANAGER	NAME	DATE OF PRESENTATION	DATE/YY
REPORT PERIOD	DATE/YY	PREPARED BY	DATE/YY

OVERALL PROJECT STATUS

PROGRESS HALTED | PROJECT AT RISK | PROJECT HEALTHY

SUMMARY

Enter information here about overall status and highlights
"Keep it short, focus on the key points"
"Our biggest two risks are the team and the budget"
"Keep it short, clear, and concise, but relevant"

3. UPCOMING WORK

MONTH
YEAR

DATE	STATUS	WORK
DATE/YY	HEALTHY	Upcoming work item
DATE/YY	HEALTHY	Upcoming work item
DATE/YY	AT RISK	Upcoming work item
DATE/YY	PROGRESS HALTED	Upcoming work item
DATE/YY		
DATE/YY		

2. PROJECT COMPONENTS

MONTH
YEAR

COMPONENT	STATUS	DATE/YY	WORK
COMPONENT	HEALTHY	NAME	Notes and comments
COMPONENT	HEALTHY	NAME	Notes and comments
COMPONENT	AT RISK	NAME	Notes and comments
COMPONENT	PROGRESS HALTED	NAME	Notes and comments
NAME			
DATE/YY			

4. COMMENTS

DATE OF PRESENTATION	PRESENTATION
NAME	Notes and comments ...
NAME	Notes and comments ...
NAME	Notes and comments ...

Information Technology Status Report Template

Liying Dong



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