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Project Status Report Template

📌 This document is your guide to creating a regular project status report. Adapt the doc's inventory depending on who you're writing the report for. Try to give as much information as possible, write clearly, and celebrate each milestone you hit. 🎉

Project name: Project example

Project manager: John Smith

Project code: If applicable

Report date: MM/DD/YYYY

Overall project status: 🟢

On track / At risk / Off track

Top Level Summary: 📌

In a few sentences, give an overview of the project status. Adapt this depending on who the report is for.

Project Components Overview	Owners & Team	Comments
Schedule		Is the project running on schedule?
Resources		Are you low on team or other resources?
Budget		Are you on budget, under, or over?
Quality		Is the project's quality being maintained?
Team Performance		Who is the team performing? Is someone in particular excelling?
Roadblocks		Potential ways to unblock

How To Prepare A Project Report

J Elliott



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