Project Status Report (Summary)

Project managers should communicate regularly to stakeholders, informing them of the current status of the project and managing future expectations. If these key people are not kept well informed of the project progress, there is a greater likelihood of problems stemming from differing levels of expectations. In fact, in many cases where conflicts arise, it is not because of the actual problem, but because a customer or stakeholder was surprised.

There is another template, the Project Status Report, that is designed to provide a fair amount of detail on one project. This status report is designed to provide a higher-level summary of a number of projects. This might be a format more appropriate for a roll-up report that you would send to the CIO.

Status Report Fields:

- **Project #**—The name of the project.

- **Green/Yellow/Red**—This gives an indication of the state of the project. Green means everything is under control. Yellow means that there is caution or risk. This might require management attention. Red means the project is in trouble and definitely requires management attention.

- **Description of the Project**—A short description of the project.

- **Milestone Status**—A list of major milestones that gives management a sense for what work has been done and what work is remaining. Status should be Complete, Ahead Sched, Behind Sched, On Target, On Hold, or Not Started.

- **Budget Status**—Information on the budget hours and dollars, the hours and dollars used so far, and the estimate of what the total hours and dollars will be at project completion.

- **Highlights Since Last Month**—Any significant highlights, accomplishments, and events since last month. Keep these at a high level, since senior managers typically read the report.

- **Major Issues/Scope Change/Risks**—A list of any item that management should be concerned about. For each item listed, provide a sense as to the impact to the project and what the resolution or the proposed resolution is.

Repeat the template for each project being reported on subsequent pages.

Project Status Report (Summary)

To: Manager

From: Manager/Program Manager

Date: mm/dd/yy

Subject: **Monthly Summary Status Report**

Project # (**Green)**

Description of the project.

- **Milestone Status**

Major Milestones	Target Date	Status
Milestone 1		Complete
Milestone 2		Complete
Milestone 3		Behind Sched
Milestone 4		On Target
Etc.		Not Started

- **Budget Status**

Budget		Actual		Estimate at Completion	
$	Hrs.	$	Hrs.	$	Hrs.

- **Highlights Since Last Month**
  1. Highlight 1
  2. Accomplishment 2
  3. Significant Event

- **Major Issues/Scope Change/Risks (Include Description of Impact and Resolution)**
  1. (none)
  2.