Project Status Report for Month Ending <month-year>

(*Notes to author – This is expected to be a short document, regardless of project size. In fact, the report may not be any longer than the template. The primary purpose of this report is to communicate to the readers if the project is on track and to indicate where it is not on track and what is being done about this. It is NOT to provide a record what work the team did and what work the team will do – the focus is on deviations from plan, not writing what about what is going to plan. This makes for a shorter and more focused report. If there is a need to record more detail, then it can be done via an Appendix or attached document).*

Project name:	<project name>	Client:	<client name>
Project manager:	<project manager's name>	Project number:	<client name>
Contract type:	<t&m, fixed price, internal, other (explain if other)>		
Report date:	<date status report produced, dd-mmm-yy>		
Distribution:	Getronics-Wang:	<name 1, title>	
		<name 2, title>	
	<client name>	<name 1, title>	
		<name 2, title>	

Management Summary

Enter a very brief summary of whether or not the project is on target to meet its key delivery dates, and is on target to meet its budget objectives. If not, what is the key reason (s). You might also indicate in here any significant risks that are in danger of occurring or have occurred, and what you need from your management and the client in the short term to make the project successful. This section should be no more than half to one page, regardless of project size. It should be just one sentence if everything is going according to plan.

Key Milestones Table (those that represent significant project progress)

Id.	Title	Plan completion date	Forecast completion date as reported two months ago	Forecast completion date as reported last month	Current forecast completion date	Actual completion date
1	Description	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy
2	Description					
	**					
	**					
	**					
N	Description					

Progress and Deviations from Plan

Provide a brief report of any parts of the project that are NOT progressing as planned, and what is being done to address this. Achievement of key milestones or other significant measure of progress towards the key milestones may be noted. This section is NOT to just be a commentary on what you and your team did last month. If there is a need to record this for audit purposes or to demonstrate the activities to the client, then put this in an appendix to this report.

Risk Register

This may be attached to the report if it is tracked in a separate risk database. Make sure that this section, or the attachment, just contains the key project risks. If the risks are documented here, use the following format.