

Project Status Report

Project #	Project Name	Reporting Period: (from:to)
Purpose:		Planned Completion Date:
Sponsor:		
Project Manager:		
Task Number:	[WBS reference number]	

Dashboard: [Place an "X" in the appropriate column; add comments to explain "red" or "yellow" condition.]

	Red	Yellow	Green	Comments
Scope			x	
Quality				
Time		x		
Budget	x			

Key: Red = serious concerns Yellow = some concerns but under control Green = no concerns

Major Milestones / Sub-deliverables:	Original Date	Revised Date	Comments
(List)			
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Accomplishments This Period:

[Point form list of major tasks completed in this reporting period]

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Plans for Next period:

[Point form list of major tasks to be completed in the next reporting period]

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Issues and Concerns:

[Point form list of major risk factors or issues that came to light in this reporting period and that could impact project scope, schedule, or cost]

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