

PROJECT STATUS REPORT TEMPLATE

PROJECT TITLE:

DATE:

**PROJECT
SPONSOR:**

**PROJECT
MANAGER:**

**REPORT
PERIOD:**

KEY DELIVERABLES

Completed this Period

Following Period

Due Date

Outstanding this Period

Planned Date

**Expected
Completion**

Project Status Report Template

FINANCIAL REPORT							
Item	Budget	Actual	Balance	Forecast	TOTAL		
KEY PERFORMANCE INDICATORS (KPI's)							
SCHEDULE:	<input type="checkbox"/> Ahead	<input type="checkbox"/> On-time	<input type="checkbox"/> Behind	COSTS:	<input type="checkbox"/> Under	<input type="checkbox"/> Balanced	<input type="checkbox"/> Over
SCHEDULE VARIANCE (SV)			COST VARIANCE (CV)				
SCHEDULE PERFORMANCE INDEX (SPI)			COST PERFORMANCE INDEX (CPI)				

Project Status Report Template

RISK MANAGEMENT				
ID	Risk Description	Action		Status
ISSUE MANAGEMENT				
ID	Issue Description	Action		Status
CHANGE REQUEST MANAGEMENT				
No.	Change Request Description	WBS No.	Inter-dependencies	Status