

Project Status Report

Project Name

Project Phase

For period:	<i>Include a date range (i.e. September 1, 2004 – September 30, 2004)</i>
Submitted by:	
Green	Strong probability the project will be delivered on time, within budget, and with acceptable quality.
Yellow	Good probability the project will be delivered on time, within budget, and with acceptable quality. Schedule, budget, resource, or scope changes may be needed.
Red	Probable that the project will NOT be delivered with acceptable quality without changes to schedule, budget, resources, and/or scope.

EXECUTIVE SUMMARY

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Green	Yellow	<i>Include a brief overall summary of the project for the reporting period.</i>
Scope	Yellow	Red	<i>Include an overall statement regarding any change in scope.</i>
Schedule	Red	Yellow	<i>Include a description of any variance in schedule.</i>
Cost	Yellow	Green	<i>Include a description of any variance in cost.</i>
Project Risk	Green	Yellow	<i>Include a description of any changes to the risk management log.</i>
Accomplishments: <i>Enter project accomplishments for the reporting period, identifying activities, meetings, and any deliverables produced.</i>			
Expected Accomplishments: <i>List project activities planned for the next reporting period.</i>			