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PROJECT STATUS REPORT

PROJECT	PROJECT MANAGER	REPORTING PERIOD	REPORT DATE

OVERALL STATUS

☐ Green: on track ☐ Amber: at risk ☐ Red: off track ☐ On hold

Health by area

Area	Green	Amber	Red	Comment
Schedule	☐	☐	☐	
Budget	☐	☐	☐	
Scope	☐	☐	☐	
Quality / risk	☐	☐	☐	

SUMMARY (2-3 SENTENCES)

ACCOMPLISHED THIS PERIOD

1. _____
2. _____
3. _____
4. _____

PLANNED FOR NEXT PERIOD

1. _____
2. _____
3. _____
4. _____

Milestones

Milestone	Baseline date	Forecast date	% complete	Status

Risks and issues

Risk / issue	Impact	Owner	Action / mitigation

DECISIONS OR HELP NEEDED