



Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

To:	
cc:	
From:	
Date:	
Subject:	<Project Name> status from <dd-mm-yyyy – dd-mm-yyyy>

General
<i>Provide a project status overview for the respective time period.</i>
Administration
<i>Provide information about any staff, communication, and administration changes that can impact the schedule or project.</i>
Project Activity
<i>Provide relevant activity information about the project, e.g., analysis, requirements, design, architecture, development, testing, and implementation.</i>
Problems or Delays Encountered
<i>Provide any information about project activity problems or delays.</i>
Issues to be Resolved
<i>Provide any information about issues to be resolved, including suggested resolutions or solutions under review.</i>
Planned Activities Next Period
<i>Provide any information about planned activities for the next status report time frame.</i>



Fill in the following table with appropriate status information.

Deliverables Status			
Deliverable Description	Planned Date	Actual Date	Status / Comments
	<i>dd-mm-yyyy</i>	<i>dd-mm-yyyy</i>	<i>New, Open, Closed, Pending, On-Hold, Completed</i>

Work Breakdown Structure Status					
Current Week's WBS Completion Metrics					
WBS Activities / Tasks	Number	% of Total			
Authorized	100	100%			
Completed To Date	15	15%			
Past Due	3	3%			
Upcoming	5	5%			
Remaining	77	77%			
Other (Unscheduled)	0	0%			
Previous Week's WBS Completion Metrics					
WBS Activities / Tasks	Number	% of Total			
Authorized	100	100%			
Completed To Date	14	14%			
Past Due	4	4%			
Upcoming	3	3%			
Remaining	79	79%			
Other (Unscheduled)	0	0%			
Completed WBS Tasks					
WBS Reference No.	Task /Deliverable Name	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date



Past Due WBS Tasks

WBS Reference No.	Task /Deliverable Name	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date

Upcoming WBS Tasks

WBS Reference No.	Task /Deliverable Name	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date

Changes Status

Open Changes

Change Type	Description	Priority	Owner	Date Submitted	Action / Resolution

Changes Approved/Rejected This Reporting Period

Change Type	Description	Priority	Owner	Date Submitted	Action / Resolution



Issues Status			
Open Risks			
Issue	Person Responsible	Due Date	Activity / Resolution
Issues Closed This Reporting Period			
Issue	Person Responsible	Completion Date	Resolution

Risks Status				
Open Risks				
Risk/Threat	Risk Probability	Impact	Score	Strategy
Risks Closed This Reporting Period				
Risk/Threat	Probability of Occurrence	Degree of Impact	Actions to Close Risk	

Legend: Probability of Occurrence / Degree of Impact: H=High, M=Medium, L=Low