

Project Status Report

A concise update on progress, risk, decisions and next actions.

Period ending

Status

PROJECT

PROJECT LEAD

SPONSOR / CLIENT

PROGRESS SUMMARY

MILESTONES

MILESTONE	OWNER	TARGET	STATUS / NOTE

RISKS, ISSUES AND DECISIONS

RISK / ISSUE / DECISION NEEDED	OWNER	ACTION / DECISION DATE

NEXT ACTIONS

ACTION	OWNER	DUE

HELP OR DECISION REQUESTED