

PROJECT STATUS REPORT

Standard Editable Word Template for Project Management

Template purpose

Use this document to communicate project health, completed work, upcoming work, milestone progress, budget position, schedule condition, risks, issues, decisions, and required stakeholder action in one repeatable report.

Project Name	[Project Name]	Report Date	[DD-MMM-YYYY]
Project Manager	[Name]	Reporting Period	[Week / Month / Dates]
Sponsor / Client	[Name / Organization]	Project Phase	[Initiation / Planning / Execution / Closing]
Prepared By	[Name / Role]	Distribution	[Stakeholders / Steering Committee]
Version	[v1.0]	Confidentiality	[Internal / Client / Public]

OVERALL	SCHEDULE	BUDGET	SCOPE	RISK
GREEN / AMBER / RED	ON / AT RISK / OFF	UNDER / ON / OVER	STABLE / CHANGED	LOW / MED / HIGH

% COMPLETE	SPI / SCHEDULE	CPI / COST	OPEN ISSUES
[] %	[]	[]	[]

1. PROJECT STATUS OVERVIEW

For executive summary and project health snapshot

Executive Summary

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Area	Status	Status Explanation / Comments
Scope	[Green / Amber / Red]	[Explain current scope position and approved changes]
Schedule	[Green / Amber / Red]	[Explain timeline condition, variance, and recovery plan if required]
Budget / Cost	[Green / Amber / Red]	[Explain planned vs actual cost and forecast position]
Quality	[Green / Amber / Red]	[Explain quality results, defects, rework, and acceptance status]
Resources	[Green / Amber / Red]	[Explain staffing, skills, availability, and constraints]
Risks & Issues	[Green / Amber / Red]	[Explain most important risks, issues, and escalation needs]
Stakeholders	[Green / Amber / Red]	[Explain engagement, feedback, concerns, and communication status]

RAG status guidance

Green means on track with no management intervention required. Amber means attention is required to prevent delay, cost overrun, quality issue, or stakeholder concern. Red means immediate escalation, decision, or corrective action is required.

Major Changes Since Last Report

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2. PROGRESS, MILESTONES & DELIVERABLES

Show what has been completed and what is moving next

ID	Milestone / Deliverable	Baseline	Forecast / Actual	Status	Owner	Comments
M-01	[Milestone / Deliverable]	[Baseline Date]	[Forecast / Actual Date]	[Not Started / In Progress / Complete / Delayed]	[Owner]	[Comments]
M-02	[Milestone / Deliverable]	[Baseline Date]	[Forecast / Actual Date]	[Status]	[Owner]	[Comments]
M-03	[Milestone / Deliverable]	[Baseline Date]	[Forecast / Actual Date]	[Status]	[Owner]	[Comments]
M-04	[Milestone / Deliverable]	[Baseline Date]	[Forecast / Actual Date]	[Status]	[Owner]	[Comments]
M-05	[Milestone / Deliverable]	[Baseline Date]	[Forecast / Actual Date]	[Status]	[Owner]	[Comments]

Completed This Period

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Planned for Next Period

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Blockers / Support Needed

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3. SCHEDULE, BUDGET, SCOPE & QUALITY PERFORMANCE

Track the main control areas for project performance

Planned % Complete	[__%]	Actual % Complete	[__%]
Baseline Finish	[DD-MMM-YYYY]	Forecast Finish	[DD-MMM-YYYY]
Schedule Variance	[+/- days]	Critical Path Status	[On Track / At Risk / Delayed]
Recovery Plan Required	[Yes / No]	Recovery Owner	[Name]
Approved Budget	[Amount]	Actual Cost to Date	[Amount]
Forecast at Completion	[Amount]	Variance	[Amount / %]
Budget Status	[Under / On / Over]	Funding Concern	[Yes / No]
Cost Control Action	[Action required]	Owner	[Name]
Scope Change Requested	[Yes / No]	Change ID	[CR-###]
Quality Acceptance Status	[Accepted / Pending / Rejected]	Open Defects	[Number]
Customer Acceptance	[On Track / At Risk]	Rework Required	[Yes / No]

Performance Explanation / Corrective Actions

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4. RISKS, ISSUES & CHANGE CONTROL

Highlight what may affect delivery and what must be escalated

ID	Risk	Priority	Impact	Response	Owner	Due	Status
R-01	[Risk description]	[Low / Med / High]	[Impact]	[Response / Mitigation]	[Owner]	[Due]	[Status]
R-02	[Risk description]	[Priority]	[Impact]	[Response]	[Owner]	[Due]	[Status]
R-03	[Risk description]	[Priority]	[Impact]	[Response]	[Owner]	[Due]	[Status]
ID	Issue	Priority	Impact	Next Step	Owner	Due	Status
I-01	[Issue description]	[Low / Med / High]	[Impact]	[Next step]	[Owner]	[Due]	[Status]
I-02	[Issue description]	[Priority]	[Impact]	[Next step]	[Owner]	[Due]	[Status]
I-03	[Issue description]	[Priority]	[Impact]	[Next step]	[Owner]	[Due]	[Status]
ID		Change Request	Status	Schedule	Cost	Owner	
CR-01		[Change summary]	[Requested / Approved / Rejected / Deferred]	[Schedule impact]	[Cost impact]	[Decision owner]	
CR-02		[Change summary]	[Status]	[Impact]	[Impact]	[Owner]	

Escalation Notes

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5. DECISIONS, DEPENDENCIES & ACTION ITEMS

Create ownership and close the loop

ID	Decision Needed	Recommendation	Due	Approver	Status
D-01	[Decision required]	[Options / Recommendation]	[Required by]	[Decision maker]	[Status]
D-02	[Decision required]	[Options / Recommendation]	[Required by]	[Decision maker]	[Status]
D-03	[Decision required]	[Options / Recommendation]	[Required by]	[Decision maker]	[Status]
ID	Dependency	Owner	Due	Risk / Impact	Status
DEP-01	[Dependency / External input]	[Owner / Team]	[Needed by]	[Risk if late]	[Status]
DEP-02	[Dependency / External input]	[Owner / Team]	[Needed by]	[Risk if late]	[Status]
DEP-03	[Dependency / External input]	[Owner / Team]	[Needed by]	[Risk if late]	[Status]
ID	Action Item	Owner	Due	Status	Notes
A-01	[Action item]	[Owner]	[Due date]	[Open / In Progress / Done]	[Notes]
A-02	[Action item]	[Owner]	[Due date]	[Status]	[Notes]
A-03	[Action item]	[Owner]	[Due date]	[Status]	[Notes]
A-04	[Action item]	[Owner]	[Due date]	[Status]	[Notes]

6. STAKEHOLDER COMMUNICATION & APPROVAL

Record messages, feedback, and sign-off

Stakeholder Group	Communication Summary	Feedback / Concern	Owner	Next Contact
Sponsor	[Update shared / feedback received]	[Concern / Request]	[Owner]	[Follow-up date]
Client / Customer	[Update shared / feedback received]	[Concern / Request]	[Owner]	[Follow-up date]
Project Team	[Update shared / feedback received]	[Concern / Request]	[Owner]	[Follow-up date]
Vendor / Partner	[Update shared / feedback received]	[Concern / Request]	[Owner]	[Follow-up date]

Key Message for Stakeholders

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Prepared by	[Name / Title]	Signature	[Signature]	Date	[DD-MMM-YYYY]
Reviewed by	[Name / Title]	Signature	[Signature]	Date	[DD-MMM-YYYY]
Approved by	[Name / Title]	Signature	[Signature]	Date	[DD-MMM-YYYY]

Approval note

Approval confirms that the status report accurately reflects current project conditions and that required decisions, escalations, and action owners are visible.

7. INSTRUCTIONS FOR USE

Guidance for editing this Word template

Step	What to Do
Step 1	Enter project details on the cover page and confirm the report period.
Step 2	Update the RAG indicators for overall health, scope, schedule, budget, quality, resources, risks, and stakeholders.
Step 3	Write a brief executive summary focused on progress, concerns, decisions, and next actions.
Step 4	Update milestone, deliverable, schedule, budget, risk, issue, decision, dependency, and action-item tables.
Step 5	Review stakeholder communication notes and capture approval/sign-off.
Step 6	Save a copy for each reporting cycle to build a project status history.

Customization Notes

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What this template explains

This Project Status Report Template explains where the project stands today, what changed since the last report, whether scope/schedule/budget/quality are healthy, which risks or issues need attention, what decisions are required, and what work will happen next.

Design basis used for this template

The structure reflects common project-status-report guidance: executive summary, project details, milestones/deliverables, financial overview, risks/issues, open actions, status indicators, and stakeholder-facing updates.

Editable placeholders are shown in [brackets]. Replace bracketed text with real project data before sharing.