



## Project Status Update

As of [Date]

PROJECT NAME:

GOAL(S):

OVERALL STATUS:



LEGEND:

- Critical
- Some issues
- Good

SPONSOR:

PROJECT TEAM LEADER:

BUSINESS DELIVERABLES							NEXT STEPS (30 DAYS)	
	May	June	July	Aug	Sept	Oct	Upcoming Tasks	
[Milestone]							[task from work plan]	
[Milestone]							[task from work plan]	

RECENT ACCOMPLISHMENTS	KEY ISSUES/RISKS	KEY DECISIONS NEEDED
<ul style="list-style-type: none"><li>• [text]</li><li>• [text]</li></ul>	<ul style="list-style-type: none"><li>• [text]</li><li>• [text]</li></ul>	<ul style="list-style-type: none"><li>• [text]</li><li>• [text]</li></ul>

# Project Team Status Report

1. Limited to 1 page only – focuses on documentation of the essence of key accomplishments, issues, and decision points of the project
2. Includes high-level view of milestones and detailed tasks for the next 30 days
3. Report can be used by Project Team Leader/Sponsor to update steering committee and elevate issues that need higher-level input for decisions.
4. Made in PowerPoint so it can be used by Project Team Leaders/Sponsors in presentations to steering committee and others as needed.