



Project Status Report

Project Name: *Date:*

Project Number: *Agency:*

Modification Dates: *Prepared by:*

Current Activity Status

The description of activity should not span more than 2 to 3 lines. Activities should be linked to the project tasks list or Work Breakdown Structure.

Significant Project Accomplishments to Date

A summary of the significant accomplishments of the project during the reporting period.

Open Action Item Summary

Covers any open action items from previous status reports.

Milestone Status

Describes project milestone status and deliverables within the reporting period.

Upcoming deliverables status:

Completed deliverables since last review:

Financial Status

Covers planned versus actual in costs, budgets, and schedule.

Planned versus Actual costs:

Planned versus Actual schedule:

Planned versus Actual Staffing:

DIS -

Contract -

Estimate to Complete (ETC) Review:

Estimate at Completion (EAC) Projection:

Cultural Change Status

Discusses any relevant cultural issues that are being addressed at this time in the project.

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Technical Status/Issues:

Discusses any technical issues at this point in the project.

Requirements:

Design:

Development:

Configuration Management:

Testing:

Integration:

Quality:

Last Risk Update, Status

Covers any risk status changes since the last status report.

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