

<Project Name> Status Report

Date:	
Author:	
Period covered:	This could cover a week, fortnight or month

Summary of current status

Do not include an explanation or detail in this section - this will be covered from section 3 onwards

Current Project Status	<p>Time: <input type="checkbox"/> on track <input type="checkbox"/> not on track</p> <p>Quality: <input type="checkbox"/> on track <input type="checkbox"/> not on track</p> <p>Resources: <input type="checkbox"/> on track <input type="checkbox"/> not on track</p> <p>Budget: <input type="checkbox"/> on track <input type="checkbox"/> not on track <input type="checkbox"/> under spent</p>
Milestones and products achieved this <period>	Milestones and products should be taken directly from the PID. Some periods there may be no due and therefore this section would be recorded as nil
Outstanding/ overdue milestones and deliverables/ products	List any milestones or products that are overdue (do not include an explanation or detail here)
Significant activities due in the next month	List the major activities that the project will undertake in the next period - this list should not normally be more than 4 - 5 items.
Current top issues and risks	<p>Risks</p> <p>List any new risk that is assessed as high impact, high likelihood and provide a brief description of the risk. The risk log should be attached to provide further detail</p> <p>Issues</p> <p>List any significant issues currently facing the project (no more than 4 or 5) and a brief description of each issue.</p>

General comments

This section is for any general commentary on the project. Topics may cover:

- Project team changes
- Unexpected events
- Significant feedback received by the project

Quality

General comment on quality achieved during period, list any quality checks where the standard was not met, provide an explanation and outline the steps taken to remedy this failure. If appropriate, comment on any trends or variations identified.

Project activities

This should be based on the Activity Plan(s) completed for the project. It could be replaced by a % complete GANTT chart

Team/ Work Package	Major activities completed last month	Major activities due next month
Name of team or work package	List the activities completed in the last period	List the activities due to occur in the next period

Milestones and Products

The table below sets out the current status of the milestones and products of the project. This should be as outlined in the PID – they would only be different if a formal change control has been approved.

Milestone/ Product	Due Date	Person Responsible	Status
Name	Date as stated in PID	Name or person responsible for delivery	

Budget Position

	Period		Year to date	
	Actual \$	Budget \$	Actual \$	Budget \$
Total spend				

Variances in the current month

Cause of variance	Amount \$
Total:	0

Issues and risks

If appropriate, attach a copy of the active issues log and risk register.