Project Status Report Template

Project Name: _____

Project Number: _____

Project Manager: _____

Report Date: _____

Reporting Period: _____ to _____

Management Summary

<Provide a condensed summary of key status indicators, critical issues, critical risks, trends, and similar factors. List the significant tasks completed and milestones reached, serious risks controlled and serious risks newly identified, significant issues resolved or new issues that arose, quality plan status, significant deviations from plan, and other major project changes or progress since the previous status report. In the later stages of the project, include an update on test status. Include descriptions of any recent project successes here. A table like that below can provide a helpful summary.>

Defined milestones completed:	A of B (C%)
Defined tasks completed:	D of E (F%) of child tasks in work breakdown structure
Total estimated project hours used:	G of H (I%)
Ahead of (or Behind) schedule by:	J labor-hours, K days
Known defects:	L open of M found
Staff members on project	N of P planned
Contingency hours remaining:	Q% of R hours

Schedule

Initial estimated completion date:	*<date>*
Previous estimated completion date:	*<date>*
Current estimated completion date:	*<date>*

Key Milestones Table

ID	Title	Planned Completion Date	Previous Forecast Completion Date	Current Forecast Completion Date	Actual Completion Date
1	*<milestone>*	*<date>*	*<date>*	*<date>*	*<date>*
2					
3					

Product Size

<Summarize the planned, current, and most recent estimated size of the products, in whatever

units are meaningful to your project. For embedded systems products, include consumption of critical computer resources, such as RAM, ROM, nonvolatile memory, CPU capacity, and communications bandwidth. Consider including a chart of cumulative size and critical computer resource consumption so that trends become evident.>

Effort

<Provide the number of planned and actual labor-hours expended on all project activities since the previous status report and the planned and actual effort for the project effort to date. Provide an explanation for significant discrepancies. Describe the impact of these discrepancies on estimates for the remainder of the project. As an alternative or supplement to a simple table like that below, consider providing a cumulative earned value tracking chart.>

Life Cycle Activity	This Reporting Period (labor-hours)		Project to Date (labor-hours)	
	Planned Effort	Actual Effort	Planned Effort	Actual Effort

Cost

<Provide the planned and actual cost spent on all project activities since the previous status report and the planned and actual cost for the project to date. Provide an explanation for significant discrepancies. Describe the impact of these discrepancies on estimates for the remainder of the project. As an alternative or supplement to a simple table like that below, consider providing a cumulative earned value tracking chart.>

Life Cycle Activity	This Reporting Period		Project to Date	
	Planned Cost	Actual Cost	Planned Cost	Actual Cost

Requirements Status

<Summarize the status of the various requirements specifications for the project, including:

- *Newly reviewed or baselined requirements specifications*
- *Current number of functional requirements*
- *Distribution of requirements status, such as a table or graph showing the percent having status of Proposed, Approved, Implemented, Verified, Rejected, or Deleted*
- *Percent of requirements in the baseline changed within this reporting period and for the project to date*
- *Distributions of origin and types of requirements changes*
- *Estimated effort and schedule impact of approved changes*
- *Effort spent on requirements management and change control activities*

Tracking charts that show, for example, the cumulative number of requirements as a function of time, are useful for making trends evident.>

Top Five Risks

<List the top five risks (those having the highest risk exposure) on the Risk List and the status of mitigation or contingency plans to respond to the risk. Escalate any risks that require senior management action.>

Open Issues

<List the major issues that are not yet resolved or have newly appeared. Indicate target dates for resolving the major issues. Include issues arising from quality assurance or configuration management audits, hardware, and staff or other resource issues. Indicate which issues require attention from senior management.>

Action Items

<List the major pending action items that were completed since the last status report and new major action items that have been identified since that report.>

Defects

<Present the total number of defects discovered to date, the number currently open, and the number closed. Identify any potential show-stopping defects. Consider classifying the defects by how they were discovered (testing, peer review, or other) or by severity. Tracking charts showing defect counts in the various categories as a function of time are helpful for making trends evident. Records of the effort expended on defect detection and defect correction are also valuable, to help the project assess its cost of quality and judge where process changes would be cost-effective.