

By Tom Mochal

Project managers need to communicate regularly with stakeholders to inform them of the current status of a project and to manage their expectations for a project. Problems may surface if these key people are not well informed of a project's progress, particularly if shareholders have different expectations. In fact, the source of many project conflicts arise not because of actual problems, but because a customer or a stakeholder was surprised by a project's outcome.

This project status report template shows one format you can use to effectively communicate a project's status to clients, customers, and other stakeholders. The template contains the following fields:

- **Project name:** The name of the project.
- **Period ending:** The date range covered by the report.
- **Project manager:** The project manager assigned to the project.
- **Business unit/customer:** The client(s) who commissioned the project.
- **Project description:** A brief description (two or three lines) of the project to remind the reader the major purpose of the effort. This information can be reused in all subsequent reports.
- **Overall status at a glance:** This section allows the reader to quickly gauge the overall health of the project. The questions are worded so that all answers should be answered Yes for a project that has no problems. Any questions marked No will alert readers that they should look for more information about a problem.
- **Explanation of items checked No:** An explanation should accompany any status summary lines that were checked No.
- **Significant accomplishments this period:** A list of major accomplishments from the previous reporting period.
- **Planned accomplishments next period:** A list of major planned accomplishments for the next reporting period.
- **Additional accomplishments or highlights not reflected above:** Any items regarding the project that would be of interest to the reader but that were not mentioned previously.
- **Attachments:** Attach any report, log, or relative statistic that would be of interest to the reader. Examples of attachments are included in the template.

## (Name of project) Project Status Report

Period ending:

<b>Project manager:</b>	
<b>Business unit/customer:</b>	
<b>Project description:</b>	

Yes	No	Overall status at a glance
<input type="checkbox"/>	<input type="checkbox"/>	Will the project be completed on time?
<input type="checkbox"/>	<input type="checkbox"/>	Will the project be completed within budget?
<input type="checkbox"/>	<input type="checkbox"/>	Will the project deliverables be completed within acceptable quality levels?
<input type="checkbox"/>	<input type="checkbox"/>	Are scope change requests being managed successfully?
<input type="checkbox"/>	<input type="checkbox"/>	Are project issues being addressed successfully?
<input type="checkbox"/>	<input type="checkbox"/>	Are project risks being successfully mitigated?
<input type="checkbox"/>	<input type="checkbox"/>	Are all customer concerns being addressed successfully?

Explanation of items above checked No:

Significant accomplishments this period:

Planned accomplishments next period:

Additional comments or highlights not reflected above:

## **Attachments (the following are examples):**

- Budget and effort hours summary
- Earned value
- Issue log
- Scope change log
- Project workplan
- Project metrics/statistics
- Additional company reporting requirements

## Additional resources

- Sign up for our [Downloads Weekly Update](#), delivered on Mondays.
- Sign up for our [Project Management Newsletter](#), delivered on Wednesdays.
- Check out all of [TechRepublic's newsletter offerings](#).
- ["Self-assessment quiz: Are you a strong project manager?"](#) (TechRepublic download)
- ["Strategies for turning around a troubled project"](#) (TechRepublic download)
- ["Scorecard for tracking project metrics"](#) (TechRepublic download)

## Version history

**Version:** 2.0

**Updated:** July 27, 2005; Reformatted for better presentation and ease of use

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