Project Status Report

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Project Status Report

A project status report is a formal document used to overview the current status of a project within a project plan. It is completed regularly to inform stakeholders about issues including risks or pending decisions. The report is concise, can be understood quickly, and provides high-level information to stakeholders that supports decision making. Additionally, the document may also be used to keep track of the project's history and collect lessons learned on its completion.

Using 'Project Status Report'

Step 1: The receivers of the report, generally managers or directors, are specified.

Step 2: A determination is made regarding what information will be presented. This is based on the organisation's requirements and can include an assessment of the project's health, percentage completed, forecasts, achievements since last report, issues and risks, and pending decisions.

Step 3: The frequency of reporting is decided. This can be every week, every month, or every quarter, depending on the size of the project.

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Instructions for Use

1. Specify who is to receive the report. This is usually a manager or the director of an organisation.
Click or tap here to enter text.

2. Determine what information should be included in the report. This can include any of the items below or others based on the requirements of your organisation.
☐ Assessment of project health ☐ Percentage completed ☐ Achievements since last report ☐ Issues and risks ☐ Pending decisions Other: Click or tap here to enter text.

3. Decide on the frequency of reporting for projects of various sizes.
Click or tap here to enter text.

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