

PROJECT STATUS REPORT TEMPLATE

PROJECT STATUS REPORT

<PROJECT NAME>

MONTH ENDING: <DATE>

PROJECT STATUS SUMMARY

Percent Complete: XX%

Scope	Schedule	Cost	Risks	Quality
-------	----------	------	-------	---------

This section provides a quick executive overview of the status of the project. It is intended for high level management so it should not get too much into the details of the project. However, it should highlight anything specific which should be brought to their attention. The

Scope/Schedule/Cost/Quality table above is a quick way to present a color coded dashboard for the status report. Typically a variance of +/- 5% will warrant a yellow cautionary color and +/- 10% will warrant a red warning color. For a project which needs tighter control +/- 2% and +/- 5% are used for these thresholds; whereas, other projects with less strict control may use 10% and 20% variances. The percent complete here should be the percent completion of the entire project. For any constraint which is yellow or red this section should contain brief explanation the reason why.

The project schedule is 7% behind schedule due to inclement weather which has affected the installation of the fiber optics throughout the campus. This should not affect the project completion date as crews are planning to make up the time by working weekends and extended hours next month.

The project risks is red due to the inclement weather and servers which were delivered last month weren't configured with the correct hardware specifications. The impact of the inclement weather on the schedule will be mitigated by having crews make up the time by working weekends and extended hours next month. Currently we are working with the server vendor to resolve the server hardware configuration problem. The configuration delivered will not handle the work load of going live in two months; however, it is sufficient for development and testing activities scheduled prior to going live.