

# Project Status Report

To: Manager  
From: Manager/Program Manager  
Date: mm/dd/yy  
Subject: **Monthly Summary Status Report**

## Project # (Green)

Description of the project.

- **Milestone Status**

Major Milestones	Target Date	Status
Milestone 1		Complete
Milestone 2		Complete
Milestone 3		Behind Sched
Milestone 4		On Target
Etc.		Not Started

- **Budget Status**

Budget		Actual		Estimate
\$	Hrs.	\$	Hrs.	\$

- **Highlights Since Last Month**

1. Highlight 1
2. Accomplishment 2
3. Significant Event