

Project Status Report Template

Project Name	Project Name		
Date	Date report created	Created By	Name of creator
Status RAG	Time	Quality	Budget
Progress Last Week	What got done last week along with how this compared against the plan		
To Do This Week	List what is to be done in the coming week.		
New Issues, Risks, Blockers	List any new issues, risks, or blockers you want to raise. Feel free to raise any other project related issues that are on your mind too.		
Update on Issues, Risks, Blockers raised Last Week	List what has happened to each of the issues, risks, or blockers you raised last week		