

Project Status Report Template

Note: all text that is in italics is for guidance purposes only and should be eliminated from the status reports that are submitted for review.

Project Status Report

Department	Department Name
Project Name:	Project Name
Project Sponsor:	Name of Executive Sponsor
Program Manager:	Name of Department Manager Overseeing Project (Day to Day)
Project Manager:	Name of Central Services Assigned or Department Technical Project Manager
Prepared by:	Name of Individual Preparing Report
Project Phase:	For what project phase does the report cover
ITMC Review Date:	Date ITMC Reviewed the Report (MM/DD/YYYY)
Status Report Period	e.g. Q1 FY14-15 (April to June)
Date Submitted	

Red	Urgent – project is in jeopardy and escalation is required
Yellow	Warning – some issues have been encountered; however, are being managed
Green	Stay the course - no corrective action required

Project Status Summary

Budget	Schedule	Scope
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