

## 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
--------	----------	-------