



Project Status Report

Project Name	
Project Manager	
Prepared by	
Date of issue	/ / 20





Project Information			
Planned Start Date:	/ / 20	Planned Finish Date:	/ / 20
Actual Start Date:	/ / 20	Project Status:	Select
Planned Achievement Until the Date of Report:	%	Actual Achievement Until the Date of Report:	%
Total Budget:	SR	Total Expenses Until the Date of Report:	SR

Milestones Overview				
	Task	Planned Finish Date	Status	Achievement %
1		/ / 20	Select	
2		/ / 20	Select	
3		/ / 20	Select	

Deliverable Overview				
	Deliverable	Planned Finish Date	Status	Notes
1		/ / 20	Select	
2		/ / 20	Select	
3		/ / 20	Select	

Risk						
	Risk	Description	Date	Impact	Responsible	Notes
1			/ / 20	Select		
2			/ / 20	Select		
3			/ / 20	Select		

Issue							
	Issue	Description	Date	Impact	Responsible	Resolution Date	Notes
1			/ / 20	Select		/ / 20	
2			/ / 20	Select		/ / 20	
3			/ / 20	Select		/ / 20	



Change Request				
	The Request	Date	Impact	Notes
1		/ / 20	Select	
2		/ / 20	Select	

Result and Recommendations	

Project Manager Approval		
Name:	Signature:	Date: / / 20