| Insert project titleProject Status Report |  |
| --- | --- |

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Number:** |  | **Reference:** |  |
| **Project Description:** | [INSERT FROM PROJECT LOGIC TEMPLATE’S RATIONALE SECTION] |
| **Reporting Period:** |  | **Project Sponsor:** |  |
| **Prepared By:** |  | **Project Director:** |  |
| **Resp. Cost Centre:** |  | **Project Manager:** |  |
| **Project Phase:** |  [ ]  Initiate [ ]  Plan [ ]  Deliver [ ]  Close  |

**Project Dashboard**

|  |
| --- |
| **LEGEND** |
|  | **Consider Stopping** |
|  | **Think of options to address issues** |
|  | **Go ahead** |
| **Status** | **Status Explanation** | **Action**  |
|  |  |  |

**Finance**

|  |  |  |
| --- | --- | --- |
| **Budget** | **Expenditure** | **Variations** |
| **Total Approved** | **Forecast to Project End** | **Financial YTD** | **All Years** | **% Complete** | **Total Approved** | **Total Pending** |
|  |  |  |  |  |  |  |
| **Comments** |
|  |

**Project Duration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Earliest Start** | **Actual Start** | **Earliest Finish** | **Forecasted Finish** | **Actual Finish** |
|  |  |  |  |  |

**Escalated Risks**

|  |  |
| --- | --- |
| **Risk Description** | **Planned Response** |
|  |  |

**Escalated Issues**

|  |  |
| --- | --- |
| **Issue Description** | **Action Taken or Required** |
|  |  |

**Milestones/Deliverables achieved this reporting period**

|  |  |
| --- | --- |
| **Milestone/Deliverable Description** | **Delivery Date** |
|  |  |

**Milestones/Deliverables to be completed in the next reporting period**

|  |  |
| --- | --- |
| **Milestone/Deliverable Description** | **Delivery Date** |
|  |  |

**Key Messages**

|  |
| --- |
| **Message to be included in this month’s communications**  |
|  |