



PROJECT STATUS REPORT – <DATE>

<Agency> - <Project Name>

Current phase:

Phase completion target date:

Progress since last update:

- These status reports are sent bi-weekly to everyone involved in the project, including executive sponsors.
- They include a description of the progression of the project, and are the best way to see if the project is on track with the original projected timeline
- If there is anything that may be affecting the timeline, it will be detailed here.

Outstanding items:

- This section is for a description of upcoming deliverables for the project.

Action item	Due Date	Responsible Party	Completed: Yes/No