Project status report

A one-page update on how a project is going

Project _____ **Project lead** _____

Report date _____ **Period covered** _____

Overall status

☐ On track ☐ At risk ☐ Off track

Progress since the last report

Milestones

Milestone	Due	Status	Comment

Budget (£)

Total budget _____ **Spent so far** _____

Remaining _____ **Forecast total** _____

Risks and issues

Risk or issue	Action	Owner

Decisions or help needed

Next period

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