Worked example - a fictional hall website project. Figures are made up for illustration.

Project status report

Anytown Community Hall - new website

Project	Hall website refresh	**Project lead**	Sam Taylor
Report date	16/01/2027	**Period covered**	01/01/2027 - 15/01/2027

Overall status

☐ On track ■ At risk ☐ Off track

Progress since the last report

Design was approved on 08/01/2027 and the build has started. Photography is booked for 20/01/2027, four days later than planned because of the weather.

Milestones

Milestone	Due	Status	Comment
Design approved	08/01/2027	Done	Approved on the day
Photography	16/01/2027	Late	Now 20/01/2027
Website build	30/01/2027	On track	Pages 60% built
Launch and training	13/02/2027	On track	

Budget (£)

Total budget	3,470.00	**Spent so far**	1,550.00
Remaining	1,920.00	**Forecast total**	3,470.00

Risks and issues

Risk or issue	Action	Owner
Photographer date moved	Book a backup date of 23/01/2027	Sam Taylor
Volunteer text not yet received	Chase for text by 22/01/2027	Pat Lee

Decisions or help needed

Committee to confirm the enquiry form wording by 22/01/2027.

Next period

- Finish the events and hire pages
- Take photos on 20/01/2027

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How to use this template

A status report tells the people who need to know whether a project is on course. Keep it to one page and update it at a regular interval.

1. **Pick one overall status.** On track, at risk or off track - choose honestly rather than hopefully.
2. **Report against the plan.** Compare milestones and budget with what was agreed.
3. **Flag problems early.** Say what you will do about them and who owns the action.
4. **Ask for what you need.** State any decision or help required, with a date.

Tips

- Send it on the same day each period.
- Keep old reports so you can see the trend.