# Project Management Essentials

# **Project Status Report**

Template

June 4, 2021

**Template Description**

**Purpose**

*The Status Report is utilized for communicating the overall health of the project to the project team and key project stakeholders.*

**How to Use**

*Fill in the fields with key performance indicators (KPIs), key project dates, and key risks and issues related to the project. Generate and distribute the Status Report to stakeholders on a regular basis.*

**Best Practice**

*Status Reports should be succinct, regular, clear, and should demonstrate the overall health of the project. Project status should be communicated weekly, bi-monthly, or monthly depending on stakeholder need.*

Note: The PM Essentials Project Status Report Template is customizable as you see fit, on a per project basis, meeting specific needs of the project and/or your organization’s policies. The below sections are suggestions but can be tailored as applicable.

\*\*NOTE: Please remove this page and any content in brackets [ ] when creating your Project Status Report\*\*

# PROJECT STATUS REPORT: [PROJECT NAME]

**Period Ending: [MM-DD-YY]**

| Overall Project Status |  | *[Project Status definition and thresholds should reflect your organization’s policies and standards. Suggestion:]* *Red = Schedule/Cost variance >25% and/or Critical Issue. Yellow = Schedule/Cost variance > 15% and < 25% and/or medium issue. Green = Schedule/Cost variance <15% and/or low risk issues. Blue = Complete*. *Purple = On hold or deferred. Black = Cancelled or Aborted* |
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| **Project Overview** | [High level overview of the project and any other related key information.] | | |
| **Project Manager** |  | **Project Sponsor** |  |

| **Schedule** |  | **Project Start Date\*** | [MM-DD-YY] | **Planned Finish** (baseline) | [MM-DD-YY] | **Current Finish Date\*\*** | [MM-DD-YY] | **% Complete** | **%** | **% Schedule Variance^** | **%** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost** |  |  |  | **Planned Budget**  (baseline) | $ | **Current Budget\*\*** | $ | **% Expended** | $ | **% Cost Variance^** | $ |
| **Scope** |  |  |  | **Planned Scope** (baseline) |  | **Current Scope\*\*** |  | **% Complete** |  | **% Scope Variance^** |  |
| **Quality** |  |  |  | **Planned Quality** (baseline) |  | **Current Quality\*\*** |  | **% Complete** |  | **% Quality Variance^** |  |

\* The date the Charter is signed or planning begins.

\*\* The date, budget, quality, or scope to be completed as understood today (may be different from baseline).

^ The deviation from the baseline (e.g. Planned vs Current).

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| --- | --- |
| **Current Status** | * [Accomplishments for the current period, project details, relevant information that falls outside of noted categories.] * [Describe any significant changes including Project Change Requests, date changes, or other variances.] |
| **Next Steps** |  |

## Project Milestones

*The below is a snapshot from the project schedule of record such as a Microsoft Project MPP document.*

| **% Complete** | **Description** | **Start Date** | **Planned Finish Date** | **% Schedule Variance ^** | **% Cost Variance^^** |
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## Key Deliverables and Project Tasks

*Indicate which key deliverables are currently being worked.*

| **% Complete** | **Description** | **Start Date** | **Planned Finish Date** | **% Schedule Variance** | **% Cost Variance** |
| --- | --- | --- | --- | --- | --- |
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## Critical Issues

*Indicate if any critical issues are being addressed.*

| Critical Issue(s) Being Worked | **Owner** | **Action** | **Status**  **(R-Y-G)** |
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## Feedback

If you have any questions on PM Essentials or on project management practices, please contact DIR’s Project and Portfolio Management Office at [ppmo@dir.texas.gov](mailto:ppmo@dir.texas.gov).