[](https://bit.ly/3pTaJhf)**MONTHLY EXECUTIVE PROJECT STATUS UPDATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** |  | **PROJECT CODE** |  |
| **PROJECT MANAGER** |  | **DATE OF STATUS ENTRY** |  |
| **PERIOD COVERED** |  | **PROJECTED COMPLETION** |  |
|  |  |  |  |
| PROJECT STATUS THIS MONTH | | | |
| **OVERALL  PROJECT  STATUS** | HEALTHY | **SUMMARY** | Enter information here about overall status and highlights: *“Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal.”* |
|  |  |  |  |
| PROJECT COMPONENTS | | | |
| **COMPONENT** | **STATUS** | **OWNER / TEAM** | **NOTES** |
| **BUDGET** | UNDER |  |  |
| **SCHEDULE** | HEALTHY |  |  |
| **QUALITY** | AT RISK |  |  |
| **SCOPE** | PROGRESS HALTED |  |  |
| **RISKS** |  |  |  |
| **ROADBLOCKS** |  |  |  |
|  |  |  |  |
| UPCOMING WORK | | | |
| **DATE** | **STATUS** | **DETAILS** | |
|  | PROGRESS HALTED |  | |
|  | HEALTHY |  | |
|  | AT RISK |  | |
|  | PROGRESS HALTED |  | |
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