**EXECUTIVE PROJECT
STATUS REPORT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME |  | PROJECT CODE |  |
| PROJECT MANAGER |  | DATE OF STATUS ENTRY |  |
| PERIOD COVERED |  | PROJECTED COMPLETION |  |
|  |  |  |  |
| PROJECT STATUS |
| OVERALLSTATUS | 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 |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |