[](https://www.smartsheet.com/try-it?trp=10776&utm_source=integrated-content&utm_campaign=/content/project-status-templates&utm_medium=Executive+Project+Status+Report+doc+10776&lpa=Executive+Project+Status+Report+doc+10776)**EXECUTIVE PROJECT   
STATUS REPORT TEMPLATE**

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