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| **SIMPLE PROJECT STATUS REPORT** | **A picture containing text  Description automatically generated** |  |
| PROJECT INFORMATION |  |  |
| PROJECT NAME | Name |  |  |
| DATE OF REPORT | MM/DD/YY |  |  |
| PROJECTED DATE OF COMPLETION | MM/DD/YY |  |  |
| PROJECT MANAGER | Name |  |   |
| PROJECT STATUS |
| OVERALL PROJECT STATUS | IN PROGRESS |  |  |
| 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 DETAILS |
| COMPONENT | STATUS | OWNER / TEAM | NOTES |
| Deliverable 1 | UP-TO-DATE |  |  |
| Deliverable 2 | HOLD |  |  |
| Deliverable 3 | OVERDUE |  |  |
|  | COMPLETE |  |  |
|  | IN PROGRESS |  |  |
|  | OVERDUE |  |  |
|  | OVERDUE |  |  |
|  | OVERDUE |  |  |
|  | OVERDUE |  |  |

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