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| **SIMPLE PROJECT STATUS REPORT** | | **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=10776&utm_source=integrated-content&utm_campaign=/content/project-status-templates&utm_medium=Simple+Project+Status+Report+doc+10776&lpa=Simple+Project+Status+Report+doc+10776)** |  |
| 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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