# Project Status Report

**Purpose:** This document provides a regular summary of the project's progress, highlighting key updates regarding the scope, budget, timeline, deliverables, issues, and next steps. It is intended to inform stakeholders and facilitate decision-making.

## Project Summary

**Project Name:** {projectName}

**Project Manager:** {projectManager}

**Reporting Period:** {reportingPeriod}

**Date:** {reportDate}

## Overall Project Status

**Status:** {projectStatus}

**Summary:** {statusSummary}

## Scope

{scopeDescription}

## Schedule

**Planned Start Date:** {startDate}

**Planned End Date:** {endDate}

**Milestone Progress:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Status** | **Planned Date** | **Actual Date** | **Comments** |
| {#milestones}{name} | {status} | {plannedDate} | {actualDate} | {comments}{/milestones} |

## Budget

**Total Budget:** {totalBudget}

**Amount Spent:** {amountSpent}

**Remaining Budget:** {remainingBudget}

**Budget Comments:** {budgetComments}

## Key Activities This Period

{#activitiesDone}

* {activity}

{/activitiesDone}

## Planned Activities Next Period

{#activitiesPlanned}

* {activity}

{/activitiesPlanned}

## Issues and Risks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue/Risk** | **Description** | **Impact** | **Status** | **Mitigation Plan** |
| {#issues}{title} | {description} | {impact} | {status} | {mitigationPlan}{/issues} |

## Change Requests

{#changeRequests}

* **{title}:** {summary} (*Status:* {status})

{/changeRequests}

## Team/Resource Updates

{#resourceChanges}

* {description}

{/resourceChanges}

## Additional Notes

{additionalNotes}