



**Program/Project Status  
Date**

Client Program Mgr		Project Executive Sponsor	
Client Executive Sponsor		Project Program Mgr	
		Project Mgr	

**Major Milestones**

Insert Gantt Chart

**Project Count Summary**

Item	Total Count	New this Period	# Open	# Closed
Risks	3	3	3	
Issues				
Deliverables				
Deliverables Submitted this Period				
Changes				
Escalations	2	2	2	
Bugs	2	2	2	

**Deliverables next 2 weeks**

Status	Description
●	
○	
●	

**Deliverables Submitted for Review this Period**

Status	Description
●	
○	
●	

**Risks and Issues Raised this period**

Status	Description
●	
○	
●	

**New Changes this Period**

Description	Status
	Submitted
	Approved
	Pending

**Escalations this Period**

Priority	Description	Owner
●		
○		
●		

Work Completed this Period

Work Scheduled for next Period

**Risk & Issues Outstanding**

Priority	Description	Owner
●		
○		
●		

**Escalation History**

Priority	Description	Owner
●		
○		
●		

**Bugs Status**

Date	Description	Owner

**Open Actions/Follow-up**

Date	Description	Owner	Impact
			●
			○
			●

**Closed Items**

Date	Description	Resolution Date

**Deliverables Summary**

Deliverable	% Complete	Planned Date	Actual Finish	Variance

**Financial Summary**

Deliverable	Total	Invoice	Remaining



**State of Michigan**  
**(Insert Agency Name Here)**  
**Project Status Report**

**A. General Information**

*Information to be provided in this section gives a specific name to the project as well as pertinent information about the personnel involved.*

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Controlling Agency:** \_\_\_\_\_ **Modification Date:** \_\_\_\_\_  
**Prepared by:** \_\_\_\_\_ **Authorized by:** \_\_\_\_\_

**Project is:**       **On Plan**       **Ahead of Plan**       **Behind Plan**

**Reporting Period:**      **From:** \_\_\_\_\_      **To:** \_\_\_\_\_

**B. Current Activity Status**

*Attach any relevant Change Control Requests.*

The description of activity should not span more than 2 to 3 lines. Activities should be linked to the project tasks list or Work Breakdown Structure.

**C. Significant Accomplishments for Current Period**

A summary of the significant accomplishments and project deliverables during the reporting period.

**D. Planned Activities for Next Period**

The description of activity should not span more than 2 to 3 lines. Activities should be linked to the project tasks list or Work Breakdown Structure.

**E. Financial Status**

*Covers planned versus actual costs and budgets.*

	<b>Planned (to date)</b>	<b>Actual (to date)</b>
<b>Costs</b>		
<b>Schedule</b>		
<b>Staffing</b>		
<b>Estimate to Complete (ETC) Review</b>		
<b>Estimate at Completion (EAC Projection)</b>		

**F. Technical Status/Issues**

*Identify technical issues impacting the project. Attach any relevant Issues Documents to this status report.*

Discusses any relevant technical issues at this point in the project.

**G. Previous Action Items**

Covers any open action items from previous status reports.

**H. Last Risk Update/Status**

Covers any risk status reports since the last status report.