Project Status Report Template

Use this template to create status reports that your stakeholders will actually read and find helpful. It's structured for clarity, brevity, and actionability.

## Project Overview

* Project Name:
* Project Sponsor:
* Project Manager:
* Timeline:
* One-line Summary:

## Status Summary (RAG)

* Overall Status: [🟢 On Track / 🟡 At Risk / 🔴 Off Track]
* Status Explanation:

## Key Highlights This Period

* - [Completed deliverables, decisions made, progress achieved]

## Upcoming Milestones

* - [Milestone Name – Date]
* - [Milestone Name – Date]

## Risks & Issues

* - [Describe current risks or blockers]
* - [Escalation or decision needed?]

## Next Steps

* - [Key items coming up in the next reporting period]

## Optional Tips for Report Customization

* - Use bullet points to enhance readability.
* - Color-code your RAG status for visual clarity.
* - Add a TL;DR summary at the top for executive readers.
* - Link to detailed dashboards instead of pasting data.