Project Status Report

**Project name:**

**Project owner:**

**Reporting period:   
  
Date:**

**Summary:**

**[Insert here the summary of the document]**

**Overall status:** Completed [X] %

**Health:**

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## Tasks and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Task #no | Team/Employee | Progress (%) | Details |
| #1 |  |  |  |
| #1.1 |  |  |  |
| #1.2 |  |  |  |
| #2 |  |  |  |

## Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Expense #no | Team/Employee | Task/Activity | Amount ($) |
| #1 |  |  |  |
| #1.1 |  |  |  |
| #1.2 |  |  |  |
| Total ($) |  |  |  |

**Planned Budget ($):**

**Current Budget ($) – (%):**

**Overspent (%):**

**Note:**

## Problems

|  |  |  |  |
| --- | --- | --- | --- |
| Issue #no | Team/Employee | Importance - **High Medium Low** | Details |
| #1 |  |  |  |
| #2 |  |  |  |
| #3 |  |  |  |
| #4 |  |  |  |

## Upcoming Actions

|  |  |  |  |
| --- | --- | --- | --- |
| Task #no | Team/Employee | Deadline | Details |
| #1 |  |  |  |
| #1.2 |  |  |  |
| #1.5 |  |  |  |
| #2 |  |  |  |

**Note:**

## Related Documents

1. Internal Document [Document Name] available at [Department]
2. Internal Document [Document Name] available for download [link]
3. External Document [Document Name] available for reading [link]