

Status *Report*

Tells sponsors and stakeholders, in two pages, where the project stands, what changed this period, and what you need from them.

USE WHEN	OWNER	APPROACH	TIER
Every reporting cycle set in the communications matrix (T41), usually weekly or every two weeks.	Project manager prepares · sponsor reads and acts on requests	ALL	Essential

HOW TO USE THIS TEMPLATE

1. Agree the RAG thresholds in section 8 with your sponsor before the first report, then keep them fixed. RAG means red, amber, green.
2. Update the milestone list (T29), risk register (T43), and issue log (T56) first; this report summarizes them.
3. Write section 1 last, and put every request for a decision or help in section 7 with a date.
4. Keep it to two pages. Detail belongs in the registers and logs.
5. Delete guidance text (italic) before sharing.

Project name · project ID / client	
Reporting period	
Report date · report number	
Prepared by	
Distribution	

1 Overall status

Pick one color using section 8 and give the reason in one line. Trend compares with the last report. Then two or three sentences: what changed, what it means, and what you are doing. Test: a sponsor who reads only this section knows whether to worry.

STATUS

☐ Green ☐ Amber ☐ Red

TREND SINCE LAST REPORT

☐ Better ☐ Same ☐ Worse

ONE-LINE REASON

SUMMARY

2 Status by area

Rate each area against section 8 and add one line of fact, not adjectives ("2 days behind on UAT scripts," not "slightly delayed"). Adaptive work: report schedule from the release burnup or velocity trend, and scope from backlog growth.

AREA	G	A	R	TREND	COMMENT
Scope	☐	☐	☐		
Schedule	☐	☐	☐		
Cost	☐	☐	☐		
Quality	☐	☐	☐		
Risk	☐	☐	☐		
Resources	☐	☐	☐		

3 Accomplishments this period

Finished results only, written in the past tense ("Vendor contract signed"). Activity without a result ("worked on testing") belongs in section 4 or nowhere.

1	
2	
3	
4	
5	

4 Planned next period

The results you expect by the next report, each with one owner and a date. Next time, these become section 3 or explain a slip.

PLANNED RESULT	OWNER	DUE

5 Milestones

Copy the next four or five milestones from T29. Baselines never change here; show movement in the forecast.

MILESTONE	BASELINE	FORECAST	STATUS

6 Top risks and issues

The items most likely to affect objectives, from T43 and T56. A risk might happen; an issue is happening now. Each needs an action and an owner.

ID	RISK OR ISSUE	IMPACT	ACTION · OWNER	STATUS

7 Decisions or help needed

Name the person, the exact ask, the date, and what happens if it comes late. If nothing, write "None this period."

DECISION OR HELP NEEDED	FROM	NEEDED BY	IMPACT IF LATE

8 RAG definitions

Set the thresholds once, with the sponsor, and use them for every area. Link schedule thresholds to the milestone list's late tolerance (T29) and cost thresholds to your reserves (T16). Fixed thresholds stop colors from drifting with mood.

COLOR	MEANING	SCHEDULE THRESHOLD	COST THRESHOLD	SCOPE, QUALITY, OTHER
Green	On plan. Within the PM's tolerance. No help needed.			
Amber	Off plan or threatened, but the team has a recovery in hand. Watch.			
Red	Outside tolerance, or recovery needs a sponsor decision. Act now.			

COMPLETED EXAMPLE · ILLUSTRATIVE

Client Onboarding Portal · Northfield Creative Group (fictional marketing and design agency)

Weekly status report · Friday, March 26, 2027 · period March 22 to 26 · prepared by Amy Price · to Dana Whitfield (sponsor), steering committee, workstream leads.

Overall: Amber, trend worse. The CRM contact sync failed its retest on March 24, which puts the April 9 security review at risk. Go-live on June 1 still holds. Clearpath is fixing the sync under its fixed-price contract, and recovery options went to the sponsor today.

AREA	RAG	TREND	COMMENT
Scope	Green	Same	No approved changes. CR-01 (Clearpath e-signature) is with the sponsor for a decision.
Schedule	Amber	Worse	Security review (Apr 9) at risk. Portal sprints on plan; release burnup on track for UAT May 21.
Cost	Green	Same	Spend on plan. No contingency drawn. Sync fix is covered by the fixed-price contract.
Quality	Amber	Worse	Retest failed on duplicate contact records. Root cause found; fix in progress.
Risk	Amber	Worse	R-01 has occurred (now I-01). Privacy findings (R-04) pending the Mar 26 pre-check.
Resources	Green	Same	Team at full strength. New Clearpath consultant fully set up since Mar 9.

ACCOMPLISHMENTS

- CR-01 raised with full impact analysis (Mar 22).
- Duplicate-record cause of the sync failure found (Mar 24).
- Privacy pre-check of client data fields held (Mar 26).
- CRM recovery options sent to the sponsor (Mar 26).

PLANNED NEXT PERIOD

- Sync fix and second retest · Priya Shah · Apr 6
- Privacy pre-check findings and fixes · Elena Torres · Apr 7
- Security review materials ready · Priya Shah · Apr 8

ID	RISK OR ISSUE	IMPACT	ACTION · OWNER · STATUS
I-01	CRM contact sync fails on duplicate records	Security review date; client data at go-live	Clearpath fix, second retest Apr 6 · Priya Shah · Open, escalated
R-04	Security review finds privacy issues (score 15)	Security review; go-live	Pre-check held Mar 26 · Elena Torres · Open
R-02	Coordinators slow to adopt the new process (score 12)	Online onboarding target	Sprint reviews with coordinators · Marcus Reyes · Open

DECISION OR HELP NEEDED	FROM	NEEDED BY	IMPACT IF LATE
Approve, reject, or defer CR-01 (e-signature in place of the custom step)	Dana Whitfield	Mar 31	Custom signature build starts next sprint; work is wasted if CR-01 is approved later.
Choose a CRM recovery option	Dana Whitfield	Apr 1	Security review on Apr 9 likely moves.

Thresholds agreed with the sponsor: schedule Green within 5 working days of baseline, Amber 6 to 10 or at risk, Red more than 10 or go-live threatened. Cost Green within contingency, Amber if over half the contingency is committed, Red if management reserve is needed.

Reading the example: the overall color follows the worst areas, not an average. Each comment states a fact and a date, and both asks go to a named person with a deadline and a consequence.