# Attachment: Project Portfolio Status Report Template

The **Project Portfolio Status Report** is used to report status on a period basis (monthly or quarterly) for all current projects. It is meant to give a “snapshot” view of projects as opposed to a lengthy status update.



# OIT Project Status Report

**Report Issue Date: March 20, 2009**

**Project:** Name; **Project Manager:** Name

**Project Scope:** (List Services here)

* Status goes here

Director Name

Project Management Office Office of Information Technology Director Email

Tel: XXX-XXX-XXXX