**Attachment: Project Status Report Template**

The **Project Status Report** is used to report status on a period basis (monthly or quarterly) for one given project upon request. It is meant to provide more detail than the Project Portfolio Status Report. It should include current status, recent activities, milestones reached, upcoming activities & milestones, and open issues.



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**PROJECT STATUS**

**Project Name: (Name goes here)** Project Number: XXXX-XXXX Update Number: (number goes here) Report Issue Date: MMM-DD-YYYY Issued By: (PM Name goes here)

Distribution: (Names go here)

Project Scope:

(Scope info goes here)

Project Status as of MM-DD-YY: Status

**ISP:** (Status) **OSP:** (Status) **Data:** (Status)

**Telephones:** (Status)

Please do not hesitate to contact me with any question. (Number) or (email)