

Project status report

Client / project

As of date

Prepared by

Reporting period

Current target date

Baseline / plan version

1. Health and completion

Choose health from evidence: Green = on plan. Amber = at risk with a recovery action. Red = needs a decision or revised plan.

Dimension	Green / Amber / Red	Reason / evidence
Overall		
Schedule		
Budget		
Scope		

Completed tasks / total tasks

Progress evidence or report link

A task count is not an effort-weighted completion forecast or client acceptance.

2. Milestones and forecast

Milestone	Baseline date	Forecast / actual	Owner / status

Approved hours / budget + currency

Used to date

Forecast to finish

3. Risks and decisions

Risk / decision needed	Impact / proposed action	Owner	Needed by

4. Scope and next actions

Change request references / approval state

Next report date

Next action, owner and date