**<Name of Project>  
Status Report**

|  |  |
| --- | --- |
| Report for: | *<*Name*>,* Project Sponsor |
| Project Manager: |  |
| Project Objective: | As stated in the Project Brief*.* |
| agency name and business unit: |  |
| REPORTING PERIOD: |  |

1. **Project Progress Summary**

A brief statement of project performance not covered in the remainder of the report. Briefly describe the Project’s progress towards meeting its target outcome during this reporting period. Anecdotal information may be provided.

1. **Milestones**

This section should reflect any relevant milestones. Baseline dates are those outlined in the Project Brief.

Table 1 - Milestones scheduled for achievement since last report and performance against those milestones

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Baseline Date | Target Date | Achievement |
| Description of milestone | dd-mm-yyyy | dd-mm-yyyy | dd-mm-yyyy |
|  |  |  |  |

Table 2 - Impact of achievement / non-achievement of milestones for the remaining period of the project

|  |  |
| --- | --- |
| Milestone | Impact |
| Description of affected/amended/changed milestone | Briefly describe any changes to the project schedule required as a result of the amended milestone(s). |
|  |  |

Table 3 - Milestones scheduled for achievement over the next reporting period and changes to those milestones with respect to the previous

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Baseline Date | Previous Target Date | Current Target Date |
| Description of milestone | dd-mm-yyyy | dd-mm-yyyy | dd-mm-yyyy |
|  |  |  |  |

1. **Budget**

This section can be deleted if the project is being conducted within existing operational resources and no additional funds have been supplied.

|  |  |
| --- | --- |
| Total Project funding | $ |
| Planned Expenditure for this reporting period |  |
| Actual Expenditure for this reporting period. |  |
| Remaining budget for life of project |  |

**Comments**

Additional comments should be included to indicate reasons for the deficit/overspend or surplus/underspend in this reporting period and anticipated expenditure for the year to date.

1. **Project Risk Management Statement**

This section can be utilised for recording and monitoring of project risks in the absence of a Risk Register. See the Project Risk Management Resource Kit for further information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Likelihood | Seriousness | Grade | Mitigation strategy |
| Brief description of project risks o | *Low/Medium/High* | *Low/Medium/High* |  |  |

**Comments**

Include explanation of why any of the risk ratings have been changed since the last reporting period. Discuss the effectiveness of risk mitigation strategies that have been applied.

1. **Issues**

This section can be utilised for recording and monitoring of project issues in the absence of an Issues Register. See the Issues Register Template and Guide for further information.

| Issue | Date Identified | Actions & Progress Notes | Date Resolved |
| --- | --- | --- | --- |
|  |  |  |  |

1. **Recommendations:**

Brief statement(s) for the Project Sponsor to consider and/or endorse. Where no recommendations are raised for endorsement, this section should state that ‘the Project Sponsor note the Status Report.’