IT PROJECT STATUS REPORT

PROJECT NAME		PROJECT NO.	DATE PREPARED	REPORTING PERIOD

PROJECT LEADER / MANAGER		PROJECT START	PROJECT END

PROJECT STATUS

STATUS	REF NO.	DESCRIPTION

ADDITIONAL INFORMATION

PROJECT MILESTONES & NOTABLE ACCOMPLISHMENTS

MILESTONE OR ACCOMPLISHMENT	TARGET COMPLETION DATE	OWNER

KEY PROJECT ISSUES EVALUATION

ISSUE DESCRIPTION	DATE OPEN	DATE CLOSED	ISSUE RESPONSE

CHANGE REQUEST EVALUATION

Detail key changes since the last status report

REF NO.	CHANGE REQUESTED	IMPACT DESCRIPTION

PROJECT RESOURCE EVALUATION

CATEGORY	BUDGETED COST FOR WORK NOT YET COMPLETED	BUDGETED COST OF WORK COMPLETED	ACTUAL COST OF WORK COMPLETED	DIFFERENCE
TOTALS				

ADDITIONAL COMMENTS

APPROVED BY NAME AND TITLE	APPROVED BY SIGNATURE	DATE

DISCLAIMER