

# DAILY PROJECT STATUS REPORT TEMPLATE

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## PROJECT INFORMATION

PROJECT NAME	
DATE OF REPORT	
PROJECTED DATE OF COMPLETION	
PROJECT MANAGER	

## DAILY STATUS CHECK

TODAY'S OVERALL PROJECT STATUS	
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## DAILY PROGRESS SUMMARY AND KEY ACCOMPLISHMENTS

Describe today's overall progress. Utilize Sketches/Diagrams, correction notice(s), delays and causes, change recommendations, etc.

## PROGRESS REPORT

ACTION ITEM	STATUS	DATE	OWNER	NOTES

## UPCOMING WORK OF NOTE

## ADDITIONAL REMARKS

PREPARER NAME AND TITLE	PREPARER SIGNATURE	DATE

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