

PROJECT STATUS REPORT

Agency Template // getsagely.co

[AI READY]

Week of: _____

// 01 PROJECT OVERVIEW

PROJECT NAME

CLIENT

ACCOUNT MANAGER

REPORT DATE

REPORT PERIOD

OVERALL STATUS

On Track

At Risk

Off Track

// 02 EXECUTIVE SUMMARY

WHAT HAPPENED THIS PERIOD / WHAT'S COMING / CRITICAL ISSUES

Write 3-4 sentences...

// 03 MILESTONES & PROGRESS

MILESTONE	DUE DATE	STATUS	% DONE	NOTES
		<input type="radio"/>		
		<input type="radio"/>		
		<input type="radio"/>		
		<input type="radio"/>		
		<input type="radio"/>		
		<input type="radio"/>		

// 04 COMPLETED THIS PERIOD

- _____
- _____
- _____
- _____
- _____
- _____

// 05 PLANNED NEXT PERIOD

- _____ BY WHEN
- _____ BY WHEN
- _____ BY WHEN
- _____ BY WHEN
- _____ BY WHEN
- _____ BY WHEN

// 06 RISKS & BLOCKERS

ISSUE	IMPACT	OWNER	RESOLUTION PLAN	DUE DATE
	High			
	Med			
	Low			
	High			

// 07 BUDGET SNAPSHOT

APPROVED BUDGET SPENT TO DATE REMAINING HOURS THIS PERIOD

BUDGET CONSUMED

