

DÖKÖLL SOLUTIONS, INC.

PROJECT STATUS REPORT

<i>Purpose:</i>	<i>Provide a brief snapshot of the project's progress, accomplishments, next steps, and any outstanding issues or actions. In later phases, this report will log any accepted changes to the project scope. Project Status Reports are project deliverables. The schedule for status reporting is defined in the Communications Plan and is not tied to a specific phase or task.</i>
<i>Target Audience:</i>	<i>Project Sponsor, Project Director, and designated key stakeholders identified in the Communications Plan.</i>

PROJECT IDENTIFICATION	
Project Name:	
Project Sponsor:	
Project Director:	
Project Manager:	
Date:	

Major Accomplishments this Reporting Period
<i>Enter Project Accomplishments for the reporting period, identifying activities, meetings, and any deliverables produced.</i>

Major Deliverable/Activities Planned for Next Reporting Period
<i>List project activities planned for the next reporting period. Use the project schedule as the basis for this information, adding meetings, presentations etc. As necessary.</i>

In the below table provide a brief status of the currently completed and soon to be completed milestone(s), for instance those deliverables completed in this status reporting period and the following two or three reporting periods.

Key Milestones/Phases <i>Enter baseline finish and actual end dates by phase and process of the project. .</i>	Baseline Finish	Actual Finish	Status <i>List the status phase/Milestone.</i>

Open Items <i>Assign an item number and provide a brief description of the issue. Once identified provide an action to be taken if required</i>					
Item #	Date	Issue	Action to be Taken	Action Date	Assigned To

DÖKÖLL SOLUTIONS, INC.

Closed Issues <i>Provide the issue identification and resolution (or deferral) of the issue.</i>			
Item #	Date	Issue	Resolved by
Resolution:			
Resolution:			
Resolution:			

Deliverable Acceptance Log				
Deliverable Name	Status	Delivery Date	Response Date	Accept/Reject?

Action Items				
Action item	Due Date	Actual Date	Status	Person Responsible

Comments *As needed, enter a brief statement you want senior management to be aware of. It can be a 'heads-up' comment or a positive accomplishment type comment. If all is going well, "Project on Schedule" should be stated.*