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| **Project Status Report** |

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| Project Name |  | Project Summary - <write your update here> |
| Project Code |  |
| Project Manager |  |
| Status Date |  |

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| --- | --- | --- |
| **Project Key Parameters** | | Comments |
| **Schedule** | On-Track / Delayed / Off-track | The project is 45% complete. |
| **Quality** | On-Track / Delayed / Off-track | Test case prep is done. Execution in progress. |
| **Scope** | On-Track / Delayed / Off-track | All ok. |
| **Budget** | On-Track / Delayed / Off-track | **Total** : $400,000, **Spent** : $200,00, **Remaining** : $200,000 |
| **Risks** | On-Track / Delayed / Off-track | No major risks. |
| **Issues** | On-Track / Delayed / Off-track | No major issues. |

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| **Project Schedule** |
| Date  Date  Date  **Item** Date - Date  **Analysis** Fri 28 Nov - Thu 18 Dec  **Item** Date - Date  **Build** Fri 19 Dec - Thu 15 Jan  **Item** Date - Date  **Test Case Library** Fri 16 Jan - Thu 5 Feb  **Item** Date - Date  **Testing** Fri 6 Feb - Thu 12 Mar  **Item** Date - Date  **Implement** Fri 13 Mar - Thu 2 Apr  **Item** Date - Date  **Today** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Risks and Issues (Top 5)** | | | |
| **Risk or Issue** | **Risk or Issue Description** | **Owner** | **Status** |
| Risk 1 |  |  | open |
| Risk 2 |  |  | new |
| Risk 3 |  |  | closed |
| Risk 4 |  |  |  |
| Risk 5 |  |  |  |

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