# Project Status Summary Report

# [Project ID] | [Project Name]

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| **Executive Summary** |
| **Project Manager** | **Status Date** | **Phase** | **Launch Date** |
| **Target** | **Actual** |
|  |  |  |  |  |
| **Project Status Schedule** | G |  |
| **Green = Launch On Schedule** | **Yellow =Tasks Behind Schedule** | **Red = Critical Path Impact** |
| **Project Status****Budget**  | G |  |
| **Green = At or Under Budget** | **Yellow = Trending Over Budget** | **Red =EAC = Over Budget** |
| Hours Budget | Actual Hours | ETC | EAC | VAC | Comment |
|  |  |  |  |  |  |
| Project Document Repository |  |

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| 1. **Key Schedule Milestone Tracking**
 |
| **Milestone** | **Target Date** | **Actual Date** | **Status** | **Comments** |
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| **3) Steering Team Escalation**  |

* [Bullet]

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| **4) Progress from Previous Week** |

* [Bullet]
* [Bullet]
* [Bullet]

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| **5) Progress Planned for This Week**  |

* [Bullet]
* [Bullet]
* [Bullet]

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