# 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 | | | | |
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| 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** |

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

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* [Bullet]
* [Bullet]

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

* [Bullet]
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