### 

### Status Report

### TO: Project Sponsor Name, Company

### CC: Your Manager

Project Contract File

**From**: Project Manager Name, Company

**Reporting Period:**

**From Date**: dd/mm/yy

**To Date:**  dd/mm/yy

### Activities Performed during the reporting period

### Significant accomplishments and milestones

### Activities planned but not completed

### Activities planned for next reporting period

### Current critical issues and risks

### Project Change Requests (PCR) this reporting period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number | **Summary** | **Status** | | **Impact** |
|  | No new activity | Draft, submitted, approved | Impact on scope, $, schedule | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PCR’s Submitted | |  | PCR’s Approved | |  | PCR’s Rejected | |  |
| **This Prd** | **To Date** | | **This Prd** | **To Date** | | **This Prd** | **To Date** | |
| 0 | 0 | | 0 | 0 | | 0 | 0 | |

### Summary dd/mm/yy – dd/mm/yy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name | **Planned Hours/Dollars This Period** | **Actual Hours/Dollars**  **This Period** | **Estimate**  **To**  **Complete** | **Estimate At Completion** | **Hours/Dollars**  **To Date** |
| Total Labour hours  Approved x,xxx (up to PCR #n) | xxx Hours | xxx Hours | 0 hours | 0 hours | xxx Hours |
| Total Labour Dollars  Approved $xxx (up to PCR #n) | $xxx | $xxx | $0 | $xxx | $xxx |
| Total non-labour Dollars  Approved $xxx (up to PCR #n) | $xxx | $xxx | $0 | $xxx | $xxx |

## Schedule Variance: (Earned value less planned value = schedule variance)

### Cost Variance: (Earned value less actual value = cost variance)

### Invoice/Progress Payments Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoices** | Invoice Period | **Invoice Amount** | **Date given to**  **Sponsor** | **Due Date** |
| Invoice # xxxx | dd/mm/yy – dd/mm/yy | 0 | dd/mm/yy | dd/mm/yy |
| Invoice # xxxx | dd/mm/yy –dd/mm/yy | 0 | dd/mm/yy | dd/mm/yy |
|  |  |  |  |  |
| Total to Date |  | **$0** |  |  |
| Less Credits |  | **$0.00** |  |  |
| Total to Date |  | **0** |  |  |

**Invoice Credits Summary**

|  |  |
| --- | --- |
| **Invoice Number** | **Amount of Credit** |
| xxxxx | $0 |
| TOTAL | **$0.00** |