

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

<u>PCR's Submitted</u>		<u>PCR's Approved</u>		<u>PCR's Rejected</u>	
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	<u>Invoice Period</u>	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