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| LOGO |

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| --- |
| Organisation [Name] |
| Department [Name] |
|  |
| **<Project Status Report>** |
| **<Project Name>** |
|  |
| Date: <Date> |
| Doc. Version: [Status]  |
|  |

 Template version: 3.0.1

This artefact template is aligned with the PM² Guide V3.0

For the latest version of the templates visit:
https://www.pm2alliance.eu/publications

The PM² Alliance is committed to the improvement of the PM² Methodology and of its supporting artefact. Project management best practices and community contributions & corrections are incorporated in the
PM² Alliance’s artefact templates.

**Join the PM² Alliance and visit the PM² Alliance GitHub to provide your feedback & contribution: https://github.com/pm2alliance

**<Project Name>**

**Reporting period: <dd/mm/yy> to <dd/mm/yy>**

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| --- | --- |
| **Phase:** <Initiating/Planning/Executing/Closing>**Project Owner (PO):** <Name>**Business Manager (BM):** <Name>**Solution Provider (SP):** <Name>**Project Manager (PM):** <Name> | **Overall Status: Green**/**Amber**/**Red** |
| Project Status Summary<Short description of current status><This place is reserved for progress report chart or EVM graph>  | Milestones<xx/xx/xx>: <describe project milestone 1><xx/xx/xx>: <describe project milestone 2><xx/xx/xx>: <describe project milestone 3><xx/xx/xx>: <describe project milestone 4><xx/xx/xx>: <describe project milestone 5>Project Changes (input from Change Log)Status: **Green**/**Amber**/**Red*** Severe: <x>
* <id xx>, category <xx>, status <xx>
* <id xx>, category <xx>, status <xx>
* <id xx>, category <xx>, status <xx>
 |
| Project Indicators Schedule: **Green**/**Amber**/**Red*** Baselined delivery date: <xx/xx/xx>
* Forecasted delivery date: <xx/xx/xx>
* Variance: <+ xx months>

Cost: **Green**/**Amber**/**Red*** Current Year:
* Allocated: <xx> workdays, <x.xxx,xx> €
* Spent: <xx> workdays, <x.xxx,xx> €
* Forecasted: <xx> workdays, <x.xxx,xx> €
* Overall project:
* Allocated: <xx> workdays, <x.xxx,xx> €
* Spent: <xx> workdays, <x.xxx,xx> €
* Forecasted: <xx> workdays, <x.xxx,xx> €
 | Top Risks (input from Risk Log)Status: **Green**/**Amber**/**Red*** Active: <x>
* <id xx>, level <xx>, action <xx>
* <id xx>, level <xx>, action <xx>
* <id xx>, level <xx>, action <xx>
 |
| Issues (input from Issue Log)Status: **Green**/**Amber**/**Red*** Urgent: <x>
* <id xx>, size <xx>, severity <xx>
* <id xx>, size <xx>, severity <xx>
* <id xx>, size <xx>, severity <xx>
 |
| Decisions (input from Decision Log)<xx/xx/xx>, <id xx>: <describe decision 1><xx/xx/xx>, <id xx>: <describe decision 2><xx/xx/xx>, <id xx>: <describe decision 3><xx/xx/xx>, <id xx>: <describe decision 4><xx/xx/xx>, <id xx>: <describe decision 5> |
| Activities Performed and PlannedPerformed:* <Short description of ongoing project action 1>, status <ongoing / complete / pending>
* <Short description of ongoing project action 2>, status <ongoing / complete / pending>
* <Short description of ongoing project action 3>, status <ongoing / complete / pending>

 Planned:* <Short description of next planned key project action 1>
* <Short description of next planned key project action 2>
* <Short description of next planned key project action 3>
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