**Project Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | **Project Manager:** |  |
| **Reporting Period:** |  | **Project Sponsor:** |  |
| **Project Status** | *On Track; At Risk; Off Track On Hold* | | |
| **Target Go-Live Date:** |  | | |

**Project Summary:**

*Briefly describe the objective of the project.*

**Recent Activities:**

* *Development Activity*
* *Testing Activity*
* *Communication*
* *Administration*

**Key Upcoming Tasks:**

* *Training*
* *User Documentation*
* *Partner with Vendor*

**Key Activities/Milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Planned Start Date** | **Planned Finish Date** | **Comments** |
|  |  |  |  |
|  |  |  |  |

**Risks/Issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Owner** | **Due Date** | **Status** | **Mitigation/Resolution** |
|  |  |  |  |  |
|  |  |  |  |  |