

Project	[Project Name]
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Project Team Members	[Name] - [Role] [Name] - [Role] [Name] - [Role]
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Report Prepared By	Date	Reporting Period
[Name]	[Date]	[Month Year]

Project Scope
[Replace this text with a brief synopsis of the project.]

Overall Progress To-Date
[Replace this text with a brief overview statement on project situation.]

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1: [Identify the milestone.]			
• [Deliverable 1]	[mm/dd/yy]	[n%]	[On Schedule]
• [Deliverable 1]	[mm/dd/yy]	[n%]	[Ahead of Schedule]
• [Deliverable 1]	[mm/dd/yy]	[n%]	[Behind Schedule]
Milestone 2: [Identify the milestone.]			
• [Deliverable 1]	[mm/dd/yy]	[n%]	[On Schedule]
• [Deliverable 1]	[mm/dd/yy]	[n%]	[Ahead of Schedule]
• [Deliverable 1]	[mm/dd/yy]	[n%]	[Behind Schedule]
Milestone 3: [Identify the milestone.]			
• [Deliverable 1]	[mm/dd/yy]	[n%]	[On Schedule]
• [Deliverable 1]	[mm/dd/yy]	[n%]	[Ahead of Schedule]
• [Deliverable 1]	[mm/dd/yy]	[n%]	[Behind Schedule]

Project Impact of Milestone Success or Failure for Project Remainder	
[Replace this text with a description of the milestone(s) and potential scope changes, if applicable; insert additional rows as needed.]	[Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone.]

Project Budget / Financial Issues	
[Project item or element; if not applicable enter n/a.]	[Variance / impact / concern / etc.]

Project Recommendations
<p>[Replace this text with a brief statement on any recommendations for future consideration, such as:</p> <ul style="list-style-type: none"> • Will the project be completed on time & on budget? • Will the project deliverables be completed within acceptable quality levels? • Are scope changes necessary? • Are project issues being addressed successfully? • Are all customer/member/others' concerns being addressed successfully?]

Anticipated Work Next Month / Concerns / Comments
[Replace this text with a brief outline of projected outcomes and expectations for future reporting periods.]

Related Project Information / Attachments
<p>[Replace this text with an attachment(s) or link to other relevant information, as appropriate, that should be included with this project status report; examples:</p> <ul style="list-style-type: none"> • Additional project work plans • Project metrics/statistics • Budget summary report]

This template included in the Challenge Management Resource Center courtesy of L. Christian Hanson, CAE, Chief Administrative Officer, International Dark-Sky Association.