Executive Project Status Report Template



Make sure to save a copy so that you can edit your template!:) Follow these clicks: File> Make a copy

Project: [Project Name]
Report Date: [Date]

Overall Status: [Green/Yellow/Red]

Overall Performance: [Brief summary of project health]

Key Milestones:

[Recent milestone achieved]

• [Upcoming milestone]

Budget Status: [Current budget position]

Major Risks:

- [Risk and potential impact]
- [Risk and potential impact]

Critical Decisions Requiring Leadership Attention:

- [Decision needed and context]
- [Decision needed and context]