

Project Status Report

Report progress, health, risks, decisions, and next actions in one reliable update

Field	Current report
Project	[Project name]
Reporting period	[Start date – end date]
Owner / audience	[Owner · intended readers]
Overall status	[GREEN / AMBER / RED · one-line reason]

Executive status

[Summarize whether the project is on track, what changed, why it matters, and what readers should pay attention to. Keep this to 3–5 sentences.]

Decision needed: [Specific decision, owner, and deadline—or ‘None’]

Highlights this period

- [Outcome or milestone completed—not just activity]
- [Meaningful metric, learning, or customer/stakeholder signal]
- [Important change that affects scope, timeline, cost, or quality]

Milestone progress

Milestone	Target	Progress	Health	Next step
[Milestone]	[Date]	[Progress]	[GREEN / AMBER / RED]	[Next evidence or action]
[Milestone]	[Date]	[Progress]	[GREEN / AMBER / RED]	[Next evidence or action]
[Milestone]	[Date]	[Progress]	[GREEN / AMBER / RED]	[Next evidence or action]

Project health

Dimension	Status	Evidence / trend
Scope	[Status]	[Evidence and trend]
Schedule	[Status]	[Evidence and trend]
Quality	[Status]	[Evidence and trend]
People / capacity	[Status]	[Evidence and trend]

Workstream updates

[Workstream name]

Progress: [Progress and evidence]

Next: [Next action and owner]

[Workstream name]

Progress: [Progress and evidence]

Next: [Next action and owner]

[Workstream name]

Progress: [Progress and evidence]

Next: [Next action and owner]

Risks and issues

ID	Risk / issue	Impact	Owner	Mitigation / next evidence
[ID]	[Risk or issue]	[Impact]	[Owner]	[Mitigation / next evidence]
[ID]	[Risk or issue]	[Impact]	[Owner]	[Mitigation / next evidence]

Decisions and changes

- [Date · decision or approved change · rationale and impact]
- [Date · decision or approved change · rationale and impact]

Next reporting period

Action	Owner	Due	Completion evidence
[Concrete action]	[Owner]	[Due]	[Evidence of completion]
[Concrete action]	[Owner]	[Due]	[Evidence of completion]
[Concrete action]	[Owner]	[Due]	[Evidence of completion]

Asks and escalations

- [Person or group · requested action · deadline · consequence if delayed]
- [Person or group · requested action · deadline · consequence if delayed]

Use with remio

Link this report to the underlying project plan, meeting records, decisions, risks, source files, and prior status updates in remio. Retrieve the surrounding context before interpreting a status change, and keep evidence, ownership, and access boundaries attached to every material claim.