A picture containing drawing, table

Description automatically generated

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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.

*A picture containing drawing

Description automatically generated*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>**

|  |  |
| --- | --- |
| **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 Planned Performed:   * <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> | |