

Status report

Project: <put in projectnavn>

Period: <date start to date end>

Overview

Budget	<add a comment to support the KPI>	●
Milestones	<add a comment to support the KPI>	●
Set backs	<add a comment to support the KPI>	●
Risks	<add a comment to support the KPI>	

Budget

Type	Original estimates	Used to date	Remaining	Result
<currency>				
Hours spent				

Changes to timetable

Milestone	Changes done

Setback

ID	Task	Reason for the setback	Consequence

Ressources

The following resources is assigned to the project. The amount of resources assigned to the project is <Adequate / Inadequate>.

<Put in text if you how to little or to many of specific types of resources>

Risks

Risks:	Impact	Imminence	
	High	Close	●
	Medium	Medium	●
	Low	Far	●

The project managers concerns

Concern	Impact	Imminence	
	High	Close	●
	Medium	Medium	●
	Low	Far	●