

WORKING WITH YOUR TEAM: COMPLETE THE VARIOUS SECTIONS WITH THE BEST INFORMATION AVAILABLE

Report Date:		Project Customer:				
Last Report Date:		Project Manager:		Project Color Status:		
Project Status Summary (Narrative)			Current Total Budget	Estimate At Complete	Planned Compl. Date	Estimated Compl. Date
			Budget To-Date	Cost To-Date	Percent Complete	Percent Work Complete
			CV:	CPI:	SV:	SPI:
Key accomplishments / tasks achieved			Actual Start	Actual Finish	Plan Start	Plan Finish
Upcoming milestones / tasks			Expected St.	Expected Fin.	Plan Start	Plan Finish

For Training Purposes Only

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Key Issues	Action Steps	By	Start	Finish	Done
Key Upcoming Risks	Response Steps	By	Start	Finish	Done