

Monthly Project Status Progress Report

Project Name: _____

Month / Year: _____

Project Manager: _____

Report Date: _____

Project Overview

[Brief summary of project scope and objectives]

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Milestone Progress

Milestone	Planned Completion	Actual Completion	Status	Comments
[Milestone 1]	____	____	____	____
[Milestone 2]	____	____	____	____
[Milestone 3]	____	____	____	____

Issues and Risks

Issue/Risk	Impact	Action Taken / Planned	Status
[Issue/Risk 1]	____	____	____
[Issue/Risk 2]	____	____	____

Next Steps

- [Next Step 1]
- [Next Step 2]
- [Next Step 3]

Additional Comments:

[Enter any additional comments or notes here]