Team-Based Project Status Report

Project Name

Enter project name

Reporting Date

Report Prepared By

Enter name(s)

Overview

Brief project summary or key objectives

Team Members

Name	Role	Contact
Name	Role	Email/Phone
Name	Role	Email/Phone

Status Summary

Overall Status

On Track ▼

Completion %

Upcoming Milestone

Milestone

Milestones & Tasks

Milestone/Task	Owner	Status	Due Date	Comments
Task	Owner	Not Start ▼		Notes
Task	Owner	Not Start ▼		Notes

Blockers & Risks

List current blockers, challenges, or risks

Next Steps

Outline next actions and responsibilities

Notes

Additional comments or information