

PROJECT STATUS REPORT TEMPLATE

Last Updated: February 2026

REPORT INFORMATION

Project Name: _____
Project Number: _____
Report Period: _____
Report Date: _____
Prepared By: _____
Report Number: _____

EXECUTIVE SUMMARY

Overall Status: & On Schedule & Behind Schedule & Ahead of Schedule

Key Accomplishments:

1. _____ : _____
2. _____ : _____
3. _____ : _____

Major Issues/Concerns:

_____ : _____
_____ : _____

Financial Status: & On Budget & Over Budget & Under Budget

SCHEDULE STATUS

Planned Progress: _____
Actual Progress: _____
Variance: _____

Critical Path Items:

_____ : _____
_____ : _____

Upcoming Milestones:

1. _____ Date: _____
2. _____ Date: _____
3. _____ Date: _____

Schedule Risks:

_____ : _____
_____ : _____

BUDGET STATUS

Original Budget: _____
Current Budget (with changes): _____

Costs to Date: _____
Committed Costs: _____
Forecast at Completion: _____
Variance: _____
Contingency Remaining: _____

QUALITY STATUS

Quality Issues: _____ : _____
_____ : _____

Inspections Completed: _____

Test Results: & All Passing & Some Issues & Major Issues

Non-Conformances: _____

Corrective Actions: _____ : _____
_____ : _____

SAFETY STATUS

Incidents This Period: _____

Total Incidents: _____

Days Since Last Incident: _____

Safety Observations: _____ : _____
_____ : _____

Training Completed: _____ : _____

SUBCONTRACTOR STATUS

Number of Subcontractors: _____

On Schedule: _____

Behind Schedule: _____

Issues/Concerns: _____ : _____
_____ : _____

CHANGE ORDERS

Pending Change Orders: _____

Approved This Period: _____

Total Change Order Value: _____

Impact on Schedule/Budget: _____ : _____

UPCOMING ACTIVITIES

Next Period Activities:

1. _____:
2. _____:
3. _____:

Key Milestones:

_____:

Critical Items:

_____:

RISKS & ISSUES

Risk 1:

Description: _____

Impact: & High & Medium & Low

Mitigation Plan: _____

Owner: _____

Risk 2:

Description: _____

Impact: & High & Medium & Low

Mitigation Plan: _____

Owner: _____

PHOTOS

Progress Photos: _____

Issue Photos: _____

SIGNATURES

Prepared By: _____

Reviewed By: _____