

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: _____