Project Status Report Checklist



Executive Overview

- [ ] Project identifiers
- [ ] Project summary
- [ ] Overall project health and percent complete

Milestones and Deliverables

- [ ] Current percent complete
- [ ] Planned start, planned finish
- [ ] Actual start, actual finish

Issue, Risk and Change Management

- [ ] Open issues
- [ ] Open risks
- [ ] Open change requests

Team Progress

- [ ] Tasks scheduled for last week

- [ ] Tasks completed last week
- [ ] Tasks scheduled for next week

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