

Sample Status Report

Client

System being Developed Status Report

ddMMM 2002 to ddMMM 2002

Tasks and Activities Completed in Last Period

- Task one
 - *Description of progress regarding planned work.*
- Task two
 - *Description of progress regarding planned work.*
- Etc.

Planned Activities for Next Reporting Period

- Task one
 - *Description of planned work.*
- Task two
 - *Description of planned work.*
- Etc.

Observations

- None

Issues

Description	Source of Impact	Impact to Project	Assumption	Action Required
None				

Outstanding Issues from last period

Description	Source of Impact	Impact to Project	Assumption	Action Required
None				

Milestones

Milestones	From Proposal	Revised Plan	Comments

Project Manager
(Instantiated)

Project Director
(Client)
