Project Monthly Status Report

Project:
Project Manager:
Submitted to:
Date Prepared: For Month Ending (Date):

Overall Project Status:* ❑ Green ❑ Yellow ❑ Red

Description of project					

Status of major project milestones		
Milestone descriptions (list)	Target date	Status

Budget status					
Budgeted amount		Actual expenditures		Estimated total at completion	
$	Hours	$	Hours	$	Hours

Notable achievements and significant events since last report	
Notable item	Comment

Changes in scope or new risks identified since last report	
Changed item	Comment

** Green = Under control, within expected limits; Yellow = Out of limits, exposure or difficulty encountered, corrective action may be needed; Red = Possibility of failure, strong corrective action required*

Prepare a separate sheet for each project under the PM's supervision.