PROJECT DETAILS

Project Name: Click here to enter text.

Project Team Lead: Click here to enter text.

Project Manager: Click here to enter text.

**Projected Project Timeline:** Click here to enter text.

**Reporting Period:** Click here to enter text.

**Overall Status:** Click here to enter text.

SUMMARY OF STATUS

*<Provide and overall assessment on the status of the project>*

STATUS PER PHASE

Phase 1: Initiation

*<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>*

*<Summarize progress made since the last status report and outline accomplishments, challenges or issues that need to be addressed>*

Phase 2: Planning

*<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>*

*<Summarize progress made since the last status report and outline accomplishments, challenges or issues that need to be addressed>*

Phase 3: Implementation

*<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>*

*<Summarize progress made since the last status report and outline accomplishments, challenges or issues that need to be addressed>*

Phase 4: Closeout

*<(Not Started, Active, Complete), (On Track, Not on Track): (XX/XX/XXXX-XX/XX/XXXX)>*

*<Summarize progress made since the last status report and outline accomplishments, challenges or issues that need to be addressed>*