Project Status template

Purpose

Share the empty table with the project each week. Owners of each work stream are responsible for filling in the rows for their work streams before the weekly status meeting. Then you can use the meeting time to highlight areas of concern, agree on any new actions, and call out wins.

Project Status

Work Streams in Progress	Status	Actions This Week	Risks/Issues & Mitigation Plans	Dependencies on Other Projects	Next Milestone (Description, Date)	Original Target Completion Date	Current Expected Completion Date	New Expected Completion Date (if any change this week)
Subproject/Task/ Subtask A	BLOCKED							
Subproject/Task/ Subtask B	AT RISK							
Subproject/Task/ Subtask C	ON TRACK							
Subproject/Task/ Subtask D	COMPLETE							