

Project Status Report Template

Instructions

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Web: www.axiatemplates.com Email: enquiry@axiatemplates.com

INSTRUCTIONS are below (click the tab at the bottom of the screen to access the Project Status Report Template)

1. Configure template:

Column A - Ref number - allocate a unique number
Column B - Phases and Tasks - input your details
Columns C and D - input Plan Start and End Dates
Column H - input owner responsible for task (name or job title)
Column I - input task assigned to (name or job title)

2. Update template to record project status:

Columns E and F - input Actual Start and End Dates as they occur
Column G - click cell to choose status from drop down list
Column J - for comments

3. Notes

See worked example for more information.

The worksheet is completely flexible. Rows and columns may be resized. Data may be amended. Additional worksheets may be added.

Printing is set to Black & White. To change - select Page Layout tab > Print Titles > Uncheck Black & White.

If you wish to add 'Red, Amber, Green' status for cells in column G - click Cell(s) > Conditional Formating (Home tab) > Then amend conditions, values, colours.

Project Status Report Template for:								[Insert logo]	
Report number:									
Report date:									
Ref	Phase / Task	Plan Start Date	Plan End Date	Actual Start Date	Actual End Date	Status	Owner	Assigned to	Comments
1	Phase 1								
1.1	Task 1					Not started			
1.2	Task 2					Not started			
1.3	Task 3					Not started			
1.4	Task 4					Not started			
1.5	Task 5					Not started			
2	Phase 2								
2.1	Task 1					Not started			
2.2	Task 2					Not started			
2.3	Task 3					Not started			
2.4	Task 4					Not started			
2.5	Task 5					Not started			
3	Phase 3								
3.1	Task 1					Not started			
3.2	Task 2					Not started			
3.3	Task 3					Not started			
3.4	Task 4					Not started			
3.5	Task 5					Not started			
4	Phase 4								
4.1	Task 1					Not started			
4.2	Task 2					Not started			
4.3	Task 3					Not started			
4.4	Task 4					Not started			
4.5	Task 5					Not started			
5	Phase 5								
5.1	Task 1					Not started			
5.2	Task 2					Not started			
5.3	Task 3					Not started			

Ref	Phase / Task	Plan Start Date	Plan End Date	Actual Start Date	Actual End Date	Status	Owner	Assigned to	Comments
5.4	Task 4					Not started			
5.5	Task 5					Not started			
6	Phase 6								
6.1	Task 1					Not started			
6.2	Task 2					Not started			
6.3	Task 3					Not started			
6.4	Task 4					Not started			
6.5	Task 5					Not started			
7	Phase 7								
7.1	Task 1					Not started			
7.2	Task 2					Not started			
7.3	Task 3					Not started			
7.4	Task 4					Not started			
7.5	Task 5					Not started			
8	Phase 8								
8.1	Task 1					Not started			
8.2	Task 2					Not started			
8.3	Task 3					Not started			
8.4	Task 4					Not started			
8.5	Task 5					Not started			
9	Phase 9								
9.1	Task 1					Not started			
9.2	Task 2					Not started			
9.3	Task 3					Not started			
9.4	Task 4					Not started			
9.5	Task 5					Not started			
10	Phase 10								
10.1	Task 1					Not started			
10.2	Task 2					Not started			
10.3	Task 3					Not started			
10.4	Task 4					Not started			

