**Project status report**

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| **PROJECT SUMMARY** |  |  |
|  |  |  |
| **Report Date** | **Project Name** | **Prepared By** |
| [Select Date] | [Project] |  |

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| **STATUS SUMMARY** |
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| **PROJECT OVERVIEW** | | | | |
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| **Task** | **% Done** | **Due Date** | **Driver** | **Notes** |
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| **BUDGET OVERVIEW** | | | | |
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| **Category** | **Spent** | **% of Total** | **On Track?** | **Notes** |
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| **RISK AND ISSUE HISTORY** |  |  |
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| **Issue** | **Assigned To** | **Date** |
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| **CONCLUSIONS/RECOMMENDATIONS** |
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