

## PROJECT STATUS REPORT (fictitious example)

Project: Pharmacy Department Library

Executive Sponsor: Jim Chan, VP

Project Sponsor: Jane Smith, Director Pharmacy

Project Leader: Robert Kahn, Project Management Office

Report Date: 4/4/11

<b>Overall project performance:</b>	<input type="checkbox"/> Green	<input checked="" type="checkbox"/> Yellow	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black
Comments (If yellow or red, please explain):					
<b>Schedule:</b>	<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Yellow	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black
Comments (If yellow or red, please explain):					
<b>Scope:</b>	<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Yellow	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black
Comments (If yellow or red, please explain):					
<b>Budget:</b>	<input type="checkbox"/> Green	<input checked="" type="checkbox"/> Yellow	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black
Comments (If yellow or red, please explain): Actual cost of shelving procurement and delivery is higher than original budget estimate. Difference between actual and estimate will use the entire project risk reserve.					

**Green** = ok, **Yellow** = issues, **Red** = critical issues, **Blue** = proposed, **Black** = completed

# Sample Of Status Report

**Scott C. Dulebohn**



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