NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE

PROJECT STATUS REPORT

Purpose:	*Provide a brief snapshot of the project's progress, accomplishments, next steps, and any outstanding issues or actions. In later phases, this report will log any accepted changes to the project scope. Project Status Reports are project deliverables. The schedule for status reporting is defined in the Communications Plan and is not tied to a specific phase or task.*
Target Audience:	*Project Sponsor, Project Director, and designated key stakeholders identified in the Communications Plan.*

PROJECT IDENTIFICATION

Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:

Major Accomplishments this Reporting Period

Enter Project Accomplishments for the reporting period, identifying activities, meetings, and any deliverables produced.

Major Deliverable/Activities Planned for Next Reporting Period

List project activities planned for the next reporting period. Use the project schedule as the basis for this information, adding meetings, presentations etc. As necessary.

In the below table provide a brief status of the currently completed and soon to be completed milestone(s), for instance those deliverables completed in this status reporting period and the following two or three reporting periods.

Key Milestones/Phases *Enter baseline finish and actual end dates by phase and process of the project. .*	Baseline Finish	Actual Finish	Status *List the status phase/Milestone.*

Open Items *Assign an item number and provide a brief description of the issue. Once identified provide an action to be taken if required*					
Item #	Date	Issue	Action to be Taken	Action Date	Assigned To

Closed Issues *Provide the issue identification and resolution (or deferral) of the issue.*			
Item #	**Date**	**Issue**	**Resolved by**
Resolution:			
Resolution:			
Resolution:			

Deliverable Acceptance Log				
Deliverable Name	**Status**	**Delivery Date**	**Response Date**	**Accept/Reject?**

Action Items				
Action item	**Due Date**	**Actual Date**	**Status**	**Person Responsible**

Comments *As needed, enter a brief statement you want senior management to be aware of. It can be a 'heads-up" comment or a positive accomplishment type comment. If all is going well, "Project on Schedule" should be stated.*