

IT Project Status Report Template Excel

Utilize this **IT project status report template Excel** to efficiently track project progress, identify risks, and ensure timely completion. It offers a structured format for reporting key milestones, resources, and deliverables. This template is ideal for project managers seeking clear and concise updates.

Template Overview

- Project Name: _____
- Project Manager: _____
- Date: ____ / ____ / ____
- Reporting Period: _____

Project Summary

Status	Completion (%)	Current Phase
On Track / At Risk / Delayed	__% _____	Initiation / Planning / Execution / Closure

Key Milestones

Milestone	Planned Date	Actual Date	Status
Milestone 1	__ / __ / ____	__ / __ / ____	Complete / In Progress / Not Started
Milestone 2	__ / __ / ____	__ / __ / ____	Complete / In Progress / Not Started

Resources & Deliverables

Resource	Assigned Tasks	Availability	Status
Resource 1	Task A, Task B	100% / 50% / 25%	On Track / Overloaded
Resource 2	Task C	100% / 50% / 25%	On Track / Overloaded

Risks & Issues

Description	Impact	Probability	Action/Resolution	Status
Sample risk or issue	High / Medium / Low	High / Medium / Low	Proposed mitigation plan	Open / Closed

Overall Comments/Notes

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