Monthly Project Status Report

Project Name: [Project Name]

Reporting Period: [Month, Year]

Prepared By: [Project Manager]

Date: [Date]

The **monthly project status report sample** provides a clear and concise overview of project progress, highlighting key milestones, completed tasks, and potential risks. It helps stakeholders stay informed and ensures transparency throughout the project lifecycle. Using a standardized template simplifies communication and improves project management efficiency.

1. Executive Summary

[Provide a brief summary of the project status, notable accomplishments, and any critical issues.]

2. Key Milestones & Deliverables

Milestone	Planned Date	Actual Date	Status	Remarks
[Milestone 1]	[Planned Date]	[Actual Date]	[On Track/Delayed]	[Comments]
[Milestone 2]	[Planned Date]	[Actual Date]	[On Track/Delayed]	[Comments]

3. Completed Tasks

- [Completed Task 1]
- [Completed Task 2]
- [Completed Task 3]

4. Risks and Issues

Risk/Issue	Impact	Mitigation/Resolution	Status
[Risk or Issue]	[Impact]	[Proposed Action]	[Open/Closed]

5. Next Steps

- [Next Step 1]
- [Next Step 2]
- [Next Step 3]

6. Additional Comments

[Any other relevant information or comments.]

This monthly project status report is intended to keep all stakeholders updated on the project's health and progress. Please reach out with any questions or feedback.