A Girl's Guide to
PROJECT MANAGEMENT
Helping Project Managers Communicate

Project Status Report: A Template

Use this brief weekly status report in an email to your project stakeholders.

Project update for Friday 30 August 2014

Tasks due for completion this week:

1. Organise architecture workshop – outstanding
2. Issue updated project plans – complete, now awaiting internal comment before issuing to vendor
3. Publish final version of quality proposal for approval - complete
4. Install remaining PCs at local site - complete
5. Meet vendor to discuss functionality of the new product - complete
6. Meet Legal team to discuss pre-contract preparation - complete

Tasks for next week:

1. Analysis of configuration of servers with a view to improving response times of the software.
2. Move PCs from central office to second pilot site.
3. Produce business continuity proposal for when software is unavailable.
4. Complete network analysis and network upgrade proposal.
5. Work with Purchasing and Accounts Payable to clear backlog of outstanding invoices

Other things of interest:

- An enhancement to the product we are buying has been installed at another company's site. We have been invited to view the enhancement to see if we would like to take this option as well.
- Next steering group meeting is 17 September. Please send me any topics you want raised or agenda items by next Friday.