

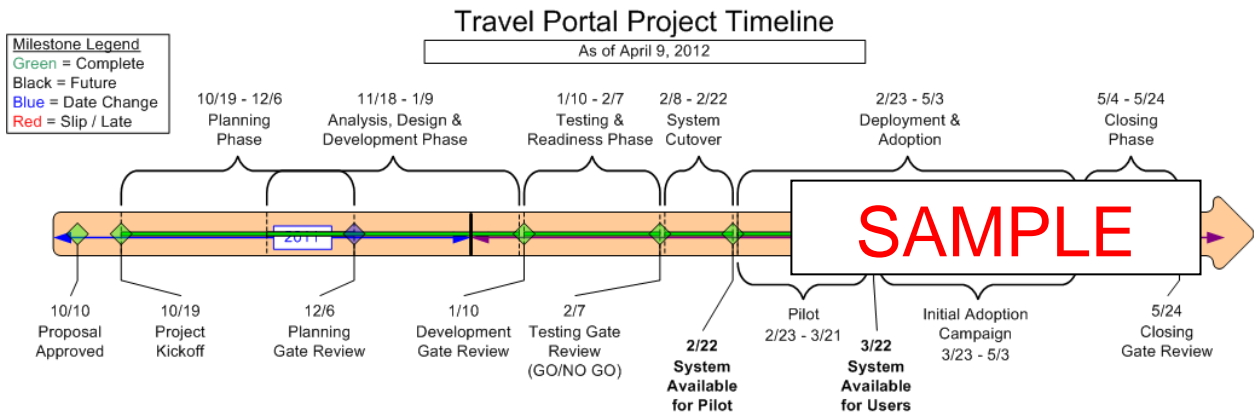
Project NAME

<Paragraph describing the project>

Project Owner: Project Manager:	Executive Sponsors: Stakeholders:
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Timeline:

<Either a graphical or tabular timeline specifying where the project is in relation to expected schedule>



Progress:

- <things achieved or completed as of the last status update>
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Risks / Issues:

- <Potential risks or existing issues which are or could jeopardize the project. Carefully decide what should be reported here.>
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Next Steps / Deadlines:

- <Items which will be completed before the next status report>
- <Major upcoming project deadlines>