Project NAME

<Paragraph describing the project>

Project Owner:  
Project Manager:  
Executive Sponsors:  
Stakeholders:  

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>