DESIRE LINE

PROJECT STATUS UPDATE

[Project] status update

CLIENT [Client]
PERIOD [Dates]
AUTHOR [Name]

Overall status: [On track / At risk / Blocked and a factual reason.]

Progress and upcoming work

Work item	Status and next step	Owner	Due
[Completed item]	[Result or evidence]	[Owner]	[Date]
[Upcoming item]	[Next step]	[Owner]	[Date]

Risks and client decisions

- [Risk or blocker, effect, response and owner.]
- [Decision or input needed and by when.]

Schedule and scope

[Changes since the previous report, or no change if supported.]