## IT PROJECT STATUS REPORT

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PROJECT NAME		PROJECT NO.	DATE PREPARED	REPORTING PERIOD	
PROJECT LEADER / MANAGER		PROJECT START	PROJECT END		
PROJECT ST	TATUS				
STATUS	REF NO.	DESCRIPTION	ı		
ADDITIONAL	INFORMATION				

#### PROJECT MILESTONES & NOTABLE ACCOMPLISHMENTS

MILESTONE OR ACCOMPLISHMENT	TARGET COMPLETION DATE	OWNER

### KEY PROJECT ISSUES EVALUATION

ISSUE DESCRIPTION	DATE OPEN	DATE CLOSED	ISSUE RESPONSE

### CHANGE REQUEST EVALUATION

Detail key changes since the last status report

CHANGE REQUESTED	IMPACT DESCRIPTION
	CHANGE REQUESTED

### PROJECT RESOURCE EVALUATION

CATEGORY	BUDGETED COST FOR WORK NOT YET COMPLETED	BUDGETED COST OF WORK COMPLETED	ACTUAL COST OF WORK COMPLETED	DIFFERENCE
			1 1 1 1 1 1 1	
TOTALS				

ADDITIONAL COMMENTS					

APPROVED BY NAME AND TITLE	APPROVED BY SIGNATURE	DATE

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