



**ABC COMPANY  
Extended Accounting System (EAS)  
Project Status Report  
Sample**



# Project Status Report

## EAS Project

Week Ending: April 10, 2012

**Distribution:** Jane Doe (Project Owner)  
**cc:**  
**Prepared By:** Joe Smith (PM)  
**Date Prepared:** April 10, 2012

### I Sponsor's Comments

- This status report has been prepared for Jane Doe. It delivers a status of the activities and deliverables worked on by the project team for the week ending April 10, 2012.

### II Accomplishments this Week

- All project team members received orientation training
- Work stations, desktops and communications were established for all team members
- Initial meeting held with Project Owner and Stakeholders

### III Plans for Next Week

- Create initial draft of Project Charter, Project Plan, Project Schedule
- Designate Business Architect and Business Analysts to begin work on Business Case deliverable

### IV Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date



**V Schedule**

Stage	Target Completion	Revised Completion	Comments and Follow -Up

\_\_\_\_\_  
Jane Doe

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joe Smith (PM)

\_\_\_\_\_  
Date

