

Executive Summary Status Report

Project Overview

Project Name: [Insert Project Name]

Reporting Period: [Start Date] – [End Date]

Prepared For: [Client / Stakeholder Name]

Prepared By: [Your Name / Organization]

Date: [Date of Report]

[Brief summary of the project, its objectives, and current scope in 2–3 sentences.]

Overall Status

Status	Progress	Notes
[On Track / At Risk / Delayed]	[xx% Complete]	[Short summary about overall status]

Key Milestones

Milestone	Planned Date	Status	Comments
[Milestone 1]	[Date]	[Completed/In Progress/Upcoming]	[Optional note]
[Milestone 2]	[Date]	[Completed/In Progress/Upcoming]	[Optional note]

Recent Activities

- [Activity 1 description]
- [Activity 2 description]
- [Activity 3 description]

Upcoming Activities

- [Upcoming activity 1]
- [Upcoming activity 2]

Risks & Issues

Description	Impact	Mitigation / Action
[Risk or Issue 1]	[Low/Medium/High]	[Mitigation plan or status]

Decisions Needed / Next Steps

- [Decision or next step 1]
- [Decision or next step 2]