

# Milestone Tracking Project Status Report

## 1. Project Overview

- Project Name: \_\_\_\_\_
- Project Manager: \_\_\_\_\_
- Reporting Period: \_\_\_\_\_
- Date: \_\_\_\_\_

## 2. Executive Summary

Brief summary of key updates, risks, and project health status.

## 3. Milestone Tracking

Milestone	Description	Target Date	Status	Owner	Comments
Milestone 1	_____	_____	On Track / Delayed	_____	_____
Milestone 2	_____	_____	On Track / Delayed	_____	_____

## 4. Key Accomplishments This Period

- \_\_\_\_\_
- \_\_\_\_\_

## 5. Issues & Risks

Issue/Risk	Impact	Action/Resolution	Owner
_____	_____	_____	_____
_____	_____	_____	_____

## 6. Next Steps

- \_\_\_\_\_
- \_\_\_\_\_

## 7. Additional Notes

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