

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
