

Project Timeline and Budget Status Report

Project Overview

Project Name: [Project Title]

Report Date: [YYYY-MM-DD]

Project Manager: [Manager Name]

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

Timeline Status

Milestone	Planned Start	Planned End	Actual End	Status
Requirement Gathering	2024-01-01	2024-01-15	2024-01-16	Completed
Design Phase	2024-01-16	2024-02-01	2024-02-01	Completed
Development	2024-02-02	2024-03-15		In Progress
Testing	2024-03-16	2024-04-05		Pending
Deployment	2024-04-06	2024-04-10		Pending

Budget Status

Category	Budgeted Amount	Actual Expenditure	Variance	Status
Personnel	\$20,000	\$18,500	\$1,500	Under Budget
Equipment	\$8,000	\$8,200	-\$200	Over Budget
Software	\$5,000	\$4,700	\$300	Under Budget
Other	\$2,000	\$1,900	\$100	On Track
Total	\$35,000	\$33,300	\$1,700	

Remarks

[Add any additional comments or important notes here]