

Project Status Report

Project Name: <i>XX Holdings Solar Installation Project</i>
Prepared by: <i>Leanne Phillips Project Manager Electrical Sensations</i>
Date:
Status of Project Relative to Project Objectives:
<i>Scope</i> (On scope? If off scope, how serious?):
<i>Schedule</i> (On schedule? Ahead or behind by how much, etc.):
<i>Cost</i> (On budget? Under or over by how much, etc.):
<i>Quality:</i>
<i>Communications:</i>
<i>HR:</i>
<i>Risk:</i>
<i>Procurement:</i>
<i>Integration:</i>
Progress Report: (what is completed, what is in process, key changes made, when and why, etc.)
Forecasting: (estimate of future project status and progress)

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Other issues or comments:		
Issue:	Who Will Address:	
Project Report Submitted to:		
Name: <i>Nigel Phillips</i>	Title: <i>Director/CEC installer on site</i>	Date:
Name: <i>Ian XX (CFO)</i>	Title: <i>CFO</i>	Date:
Name: <i>Rob XX</i>	Title: <i>Grounds Manager</i>	Date: