**Project Status Report**

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| Project Lead: |  | Project Sponsor: |  | Overall Project Health | |
| **Project Start Date:** |  | **Project End Date:** |  | **Scope:** |  |
| **Report Period:** |  | **Report Date:** |  | **Budget:** |  |
| **Distribution:** |  | | | **Schedule:** |  |

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| **Project Description** |
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| **Accomplishments** |

| **This Period** |  | **Planned Next Period** |
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| **Issues and Risks** |

| **Issue/Risk** | **Steps To Resolve** |
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| **Project Schedule** |

| Task No. | Task Description | Responsible | Start Date | End Date | % Complete |
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