

Team Member Project Status Report

Project Title: _____ Report Date: _____

Project Leader: _____ Reported by: _____ Date of Last Report: _____

Activities/Accomplishments

Since your last status report, what have you accomplished on your project work? Give specific details as needed for clarity. Reference additional documentation if necessary.

Challenges/Discoveries

In the course of doing your project work, what problems did you encounter and what discoveries did you make? Include both positive and negative events. (Your responses to problems and discoveries are documented in the next section.)

Actions Taken

What did you do about the problems or challenges you encountered? What did you do about the positive discoveries your made? Document actions taken, results achieved, people informed, etc.

Planned Activities

Between now and your next status report what do you plan to do to accomplish your project assignment(s)?
