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| **PROJECT STATUS REPORT** | Learn More From Our Free Excel and Office Resources:   * Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html) * Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html) * Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)   MyExcelOnline |

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|  | Company  Street Address, City, ST ZIP Code  Phone phone Fax fax | Logo placeholder |  |
| Project status Report | | | | |
| Project Summary | | | | |
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| --- | --- | --- |
| Report Date | Project Name | Prepared By |
| Date | Project | Name |

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| Status Summary |
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To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

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| Project Overview |
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| --- | --- | --- | --- | --- |
| task | % Done | Due date | driver | notes |
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| --- |
| Budget Overview |
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| --- | --- | --- | --- | --- |
| category | spent | % of total | on track? | notes |
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| Risk and issue history |
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| --- | --- | --- |
| issue | ASSIGNED TO | DATE |
|  |  |  |
|  |  |  |
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| CONCLUSIONS/RECOMMENDATIONS |
|  |

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