

File No.: &lt;xxxxxxx&gt;

**<PROJECT TITLE>**  
**Status Report No.<X>**  
 <Date>

**Report for:** Microsoft SPF Steering Committee

**Project Manager:** <Name>

**Project Scope:**

*A brief description of the scope of the project.*

**1. Project Summary**

<i>A brief statement of project performance not covered in the remainder of the report</i>
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**2. Milestones scheduled for achievement since last report and performance against those milestones:**

Milestone	Target Date	Achievement
<i>Description of milestone</i>	<i>dd/mmm/yyyy</i>	<i>dd/mmm/yyyy</i>

**3. Milestones scheduled for achievement over the next reporting period and changes in those milestones with respect to the previous plan:**

Milestone	Previous Target Date	Current Target Date
<i>Description of milestone</i>	<i>dd/mmm/yyyy</i>	<i>dd/mmm/yyyy</i>

**4. Impact of achievement / non-achievement of milestones for the remaining period of the project:**

Milestone	Impact
<i>Description of affected/amended/changed milestone</i>	<i>Briefly describe any changes to the project schedule required as a result of the amended milestone(s).</i>

**5. General Information:**

<i>Include any general comments that may support/enhance/add to the above sections</i>
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**6. Budget:**

Date	Approved Expenditure	Actual Expenditure	Deficit/Surplus
<i>dd/mmm/yyyy</i>			

**7. Project Risk Management Statement** (*Identify changes in risk status to previous report*):

\* See Key below

Risk	Likelihood	Seriousness	Grade	Change
<i>Brief description of the major risks (A, B and C's), changes in grading and new risks identified.</i>	<i>Low/Medium/High</i>	<i>Low/Medium/High</i>	<i>A/B/C</i>	<i>↓ ↑ New</i>

**8. Issues:**

*Brief description of any business issues associated with the project that have arisen since the previous report and need to be addressed by the Steering Committee, Project Sponsor or Senior Manager etc.*

**9. Recommendations:**

*Brief statement(s) for the Steering Committee to consider and/or endorse.*

\* **Key:**

GRADE	
A	High/High
B	High/Medium
C	High/Low or Medium/Medium
D	Medium/Low
E	Low/Low