Date

Author

Status Report – Name on project…

Report period: 20xx -xx-xx – 20xx-xx-xx

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# Summary

Mark with X the status for each area in the table.

A summary of project status

|  |  |  |  |
| --- | --- | --- | --- |
|  | According to plan | Not completely  according to plan | Not according to plan |
| **Results** (activities and project results) |  |  |  |
| Timetable |  |  |  |
| Cost |  |  |  |
| Staff |  |  |  |

1. Results

Describe what has been done during the period, the general project situation in relation to the original plan and the results achieved so far.

Click or tap here to enter text.

1. Timetable

Describe the project status in relation to the time schedule in the project plan. Comment on major deviations from the original plan. Specify actions that need to be taken to compensate for any delays. If wanted, use the activity plan from the application and state what has been implemented.

Click or tap here to enter text.

1. Cost

Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| Type of cost | Budget 20xx | Outcome until  20xx-xx-xx |
| Personnel costs |  |  |
| Material costs |  |  |
| Travel and accommodation costs (not travel between campus) |  |  |
| Other costs |  |  |
| Indirect costs (Overhead) |  |  |
|  |  |  |
| Total |  |  |

1. Staff

Comment on major deviations from the original plan regarding human resources. Specify actions that need to be taken to compensate for any delays.

Click or tap here to enter text.

1. Other comments

Other things that need to be informed about the project and its implementation. There is nothing else to comment to write it Other things that need to be informed about the current project and its implementation. If there is nothing else to comment on, write it.

Click or tap here to enter text.