**DAILY PROJECT STATUS REPORT TEMPLATE**

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| PROJECT INFORMATION |  |  |  |
| PROJECT NAME | Name |  |  |  |
| DATE OF REPORT | MM/DD/YY |  |  |  |
| PROJECTED DATE OF COMPLETIONNONONONONONONONONONONONONONONONONONONONONONONONO | MM/DD/YY |  |  |  |
| PROJECT MANAGER | Name |  |   |  |
| DAILY STATUS CHECKUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO |  |
| TODAY'S OVERALL PROJECT STATUS | IN PROGRESS |  |  |  |
| DAILY PROGRESS SUMMARY AND KEY ACCOMPLISHMENTS |
| *Describe today's overall progress. Utilize Sketches/Diagrams, correction notice(s), delays and causes, change recommendations, etc.* |
| PROGRESS REPORTUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO |  |
| ACTION ITEM | STATUS | DATE | OWNER | NOTES |
| Deliverable 1 | OVERDUE | MM/DD/YY |  |  |
| Deliverable 2 | UP-TO-DATE | MM/DD/YY |  |  |
| Deliverable 3 | IN PROGRESS | MM/DD/YY |  |  |
|   | COMPLETE | MM/DD/YY |  |  |
|   | COMPLETE | MM/DD/YY |  |  |
|   | HOLD | MM/DD/YY |  |  |
| UPCOMING WORK OF NOTE |
|   |
| ADDITIONAL REMARKS |
|   |
|  |  |  |  |  |
| PREPARER NAME AND TITLE | PREPARER SIGNATURE | DATE |
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