

Status update [Insert date]: [Insert project name]



Task	Priority	Assigned to	Due date	Complete	Status
[Insert task]	High	[Insert name]	[Insert date]	80%	On track
[Insert task]	High	[Insert name]	[Insert date]	80%	Done
[Insert task]	Medium	[Insert name]	[Insert date]	20%	Overdue
[Insert task]	Medium	[Insert name]	[Insert date]	0%	Not started
[Insert task]	Medium	[Insert name]	[Insert date]	100%	Done
[Insert task]	Low	[Insert name]	[Insert date]	100%	Done
[Insert task]	Low	[Insert name]	[Insert date]	60%	On track

Status update [Insert date]: [Insert project name]



Overall Progress

75%

Tasks Completed

12/18

Critical Items

3

Task	Priority	Assigned to	Due date	Complete	Status
[Insert task]	High	[Insert name]	[Insert date]	80%	On track
[Insert task]	High	[Insert name]	[Insert date]	100%	Done
[Insert task]	Medium	[Insert name]	[Insert date]	20%	Overdue
[Insert task]	Medium	[Insert name]	[Insert date]	0%	Not started
[Insert task]	Medium	[Insert name]	[Insert date]	100%	Done
[Insert task]	Low	[Insert name]	[Insert date]	100%	Done