Astraea
PARTNERS

TEMPLATE · ASTRAEA PARTNERS

Executive Status Report Template

A one-page report leadership can read in two minutes, with an honest status, progress, the decisions the project needs, and next steps.

Version of November 7, 2026

How to use this template

Send the report at the same frequency and in the same format, even when nothing has changed. Start with what leadership needs to decide, and use the status colors honestly: a project that is always green stops being credible right when it needs help.

Status criteria

Color	Meaning
Green	On track. Nothing needed from leadership.
Amber	There are variances, but the team has a plan to correct them.
Red	Date, cost, or scope is at risk and a decision is needed.

Report

Project: [name] · **Period:** [from mm/dd to mm/dd] · **Prepared by:** [name]

1. One-line summary

[For example: “We’re on plan, but the integration with system X puts the March milestone at risk.”]

2. Decisions or support we need

Decision needed	From whom	By when
[Approve two extra weeks of testing]	[name]	[date]

3. Status by dimension

Dimension	Status	Comment
Overall	[color]	[one line]
Schedule	[color]	[one line]
Budget	[color]	[spent / approved]
Scope	[color]	[approved or pending changes]
Team	[color]	[capacity, turnover]

4. Milestones

Milestone	Planned date	Forecast date	Status
[Design approved]	[date]	[date]	Done
[Go-live]	[date]	[date]	At risk

5. Accomplishments this period

- [Concrete, verifiable accomplishment]
- [Concrete, verifiable accomplishment]

6. Top risks and issues

Description	Impact	Action	Owner
[Risk or issue]	[High]	[What's being done]	[name]

7. Next steps

- [Main activity for the next period and its owner]

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