Project Status Report

Project name	New office fit-out
Reporting period	10-11-2026 to 16-11-2026
Prepared by	Your name
Overall status	At risk

Summary

Design approved on time. Materials 50% ordered. Phase 1 is at risk because of a one-week supplier delay; a second supplier is being sourced.

Milestones

Milestone	Due date	Status	% complete	Comments
Design approval	14-11-2026	Complete	100%	Signed off by client
Materials ordered	20-11-2026	On track	50%	2 of 4 purchase orders raised
Phase 1 delivery	15-12-2026	At risk	10%	Supplier delay of one week
Final handover	22-12-2026	Not started	0%	—

Budget

Contract value	1,000,000
Invoiced to date	250,000
Still to bill	750,000
Estimated cost	820,000
Expected margin	180,000 (18%)

Risks and issues

Risk / issue	Impact	Owner	Action
Supplier delay on flooring	High	Purchase	Confirm new date; source a second supplier
Client change request for cabins	Medium	Project manager	Quote the change before starting work

Next steps

- Raise the remaining two purchase orders by 20-11-2026
- Agree the revised flooring date with the supplier
- Send the change quotation for the extra cabins

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