Ashford Business Services Ltd

Project Status Report

A short, decision-focused update for one reporting period: headline status first, then evidence, money, risks, and exactly what is needed from the reader.

Item	Detail
Project	Sarah Mitchell
Document	Project Status Report
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Reporting period	November 2026
Report date	9 November 2026
Previous report date	9 November 2026

1. Overall status

Area	Rating	Reason
Overall	Overall status rating	Reason for the overall status rating as agreed at the meeting.
Schedule	Schedule status rating	Reason for the schedule status rating as agreed at the meeting.
Budget	Budget status rating	Reason for the budget status rating as agreed at the meeting.
Scope	Scope status rating	Reason for the scope status rating as agreed at the meeting.
Quality	Quality status rating	Reason for the quality status rating as agreed at the meeting.

Rating key: Green means on track within the agreed tolerance and needing no help. Amber means at risk, with a recovery plan in place. Red means off track and needing a decision or help from outside the team. Use one rating per area, and give the reason in the same row.

2. Summary

Summary of where the project stands in two or three sentences, including the single most important point for the reader. if the status is not green, state why in the first sentence as agreed at the meeting.

3. Decisions and help needed

A decision with no date is easily missed. Every item here names who must decide and the date by which the decision is needed.

Decision or help needed	Options	Needed from	Needed by	Effect of delay
Decision or help	Options available for	Sarah Mitchell	9 November 2026	Effect if this decision

needed as agreed at the meeting.	this decision as agreed at the meeting.			is delayed as agreed at the meeting.
Decision or help needed as agreed at the meeting.	Options available for this decision as agreed at the meeting.	Sarah Mitchell	9 November 2026	Effect if this decision is delayed as agreed at the meeting.

4. Progress this period

- November 2026
- November 2026
- November 2026

5. Milestones

Milestone	Planned date	Forecast date	Variance	Status
Project kick-off	9 November 2026	9 November 2026	9 November 2026	Status of this milestone
Requirements signed off	9 November 2026	9 November 2026	9 November 2026	Status of this milestone
First draft delivered	9 November 2026	9 November 2026	9 November 2026	Status of this milestone

Progress against the plan. November 2026

6. Budget

Budget measure	Amount	Note
Approved budget	Approved budget for the project	Note on the approved budget as agreed at the meeting.
Spent to date	9 November 2026	9 November 2026
Committed but not yet spent	£45.00	£45.00
Forecast at completion	£45.00	Note on the forecast at completion as agreed at the meeting.
Forecast variance	Forecast variance against the approved budget	Explanation of the forecast variance

7. Risks and issues

Risks are events that may still happen. Issues are problems already affecting the project. Record the top items only; the full registers hold the rest.

Item	Risk or issue	Effect	Owner	Action and due date
Risk or issue as agreed at the meeting.	Whether this item is a risk or an issue as agreed at the meeting.	Effect of this risk or issue on the project as agreed at the meeting.	Helen Morris	23 November 2026
Risk or issue as agreed at the meeting.	Whether this item is a risk or an issue as	Effect of this risk or issue on the project as	Helen Morris	23 November 2026

	agreed at the meeting.	agreed at the meeting.		
Risk or issue as agreed at the meeting.	Whether this item is a risk or an issue as agreed at the meeting.	Effect of this risk or issue on the project as agreed at the meeting.	Helen Morris	23 November 2026

8. Next period

- November 2026
- November 2026
- November 2026

Next report due: 23 November 2026

Issued to: Recipients of this status report