**

**HR Project Status Report Template**

**INTRODUCTION**

**Read and delete this section before sharing the document.**

This template is designed to provide you with a clear and structured way to report the status of ongoing HR projects to various stakeholders. It focuses on key project details, progress tracking, risk management, and next steps. This ensures alignment on objectives and keeps projects on track.

**INSTRUCTIONS FOR USE**

1. **Update regularly:** Complete this report on a weekly, biweekly, or monthly basis, depending on the project timeline.
2. **Engage stakeholders:** Share this report with the relevant stakeholders based on the stakeholder communication plan.
3. **Monitor risks and challenges:** Pay particular attention to section five (Key Challenges) and section six (Risks) to address roadblocks early on.

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| --- | --- |
| **Project name** | Enter the project name. |
| **Status report date** | Enter the status report date. |

**1. PROJECT SCOPE**

**Project description**

* The objectives (the goals and outcomes the project aims to achieve)
* The deliverables (the tangible and intangible outputs of the project, e.g., reports, products, or services)
* Inclusions and exclusions (what is included in the project and what falls outside its boundaries)
* Assumptions and constraints (assumptions related to the project, e.g., resource availability or technology limitations, any restrictions or limitations, e.g., budget, deadlines, or legal requirements)
* Stakeholder requirements (summarize the needs and expectations of the project's stakeholders)
* Acceptance criteria (what the project must achieve for its outcomes to be accepted by the stakeholders)

**Project start date**

MM/DD/YYYY

**Estimated project end date**

MM/DD/YYYY

**2. OVERALL PROJECT STATUS**

This section provides an overall summary of the project’s current status and related risks.

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| **Status category** | **Description** | **Related risks** |
| Scope | Within scope or change in scope | For example, additional objectives may cause scope creep. |
| Schedule | On track, at risk, or delayed | For example, current delays may impact the overall delivery. |
| Budget | Within budget, at risk, or over budget | For example, budget constraints have been added, which may impact deliverables. |
| Resources | Adequate or insufficient  | For example, resources do not have the required skills to deliver against objectives. |

**Recommended actions**

Provide any recommended actions regarding the overall project status (e.g., delays, changes in scope, or resource issues).

**3. PROJECT MILESTONES**

This section tracks key project milestones and their progress.

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| **Milestone** | **Description** | **Target completion date** | **Actual completion date** | **Status** (On track, at risk, or delayed) |
| To train the first 100 employees on new system | Completion of employee training program development | 12/05/2024 | 01/02/2025 | On track |
| Software launch | Launch of new HR management software across all departments | 11/10/2024 | 11/15/2024 | Delayed |
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**4. KEY ACHIEVEMENTS**

This section highlights key accomplishments and tasks completed since the last status report.

1. Achievement 1
2. Achievement 2
3. Achievement 3
4. Achievement 4

**5. KEY CHALLENGES**

This section identifies any challenges that have emerged and the resolution to manage these.

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| --- | --- | --- | --- | --- |
| **Description** | **Impact** (Low, medium, or high) | **Assigned to** | **Resolution** | **Due date** |
| Delay in approval process | High | Project lead | Expedite approval | 11/30/2024 |
| Lack of training resources | Medium | HR trainer | Allocate additional resources | 12/31/2024 |
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**6. RISK MANAGEMENT**

This section identifies and manages any potential risks that may affect the project.

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| --- | --- | --- | --- | --- |
| **Risk ID** | **Risk description** | **Likelihood** (Low, medium, or high) | **Impact** (Low, medium, or high) | **Mitigation strategy** |
| R-001 | High turnover of staff during project execution | High | High | Create retention plans, conduct staff engagement sessions. |
| R-002 | Budget cuts impacting project deliverables | Medium | High | Explore alternative funding or scaling down scope. |
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**7. NEXT STEPS**

This section outlines the key activities and tasks planned for the next reporting period.

1. Task 1
2. Task 2
3. Task 3
4. Task 4
5. Task 5

**8. COMMUNICATION**

This section provides an overview of communication and engagements within this reporting period:

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| **Communication/engagement type** | **Date** | **Overview** |
| Email campaign sent to all staff |  |  |
| Key stakeholder update meetings completed |  |  |
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This section provides an overview of communication and engagements planned:

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| --- | --- | --- |
| **Communication/engagement type scheduled** | **Date** | **Overview** |
| Townhall with all staff |  |  |
| Presentation of the project to the executive committee |  |  |
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**9. COMMENTS AND RECOMMENDATIONS**

Provide any additional comments or recommendations for project improvements or adjustments.

**10. COMPILED BY**

**Compiled by:** Name and job title

**Date:** MM/DD/YYYY