



Template: Project Status Report

Use this template by Shona Fenner, Sr. Customer Success Operations Manager at PetDesk to document the status of an upcoming project or launch. Include background information on the project and its benefits. Add FAQs to the project as it progresses and empower teams with documentation from day one. [Learn more](#) about this template.

Project Description

The objective of this project includes:

- Objective #1
- Objective #2
- Objective #3

Project Benefits

The key benefits of this project for our customers include:

- Benefit #1
- Benefit #2
- Benefit #3

Project Timeline

The timeline of this project is:

- Milestone 1
- Milestone 2



- Milestone 3

Status Updates

[Document how you are progressing towards each milestone on a recurring basis.]

- Week 1
- Week 2
- Week 3

FAQs

[Add to this section as questions come up during the project. This will support your documentation efforts and empower your team.]

Question 1

[Question description]

- [Answer]
- [Resource]
- [Resource]

Question 2

[Question description]

- [Answer]
- [Resource]
- [Resource]

Question 3

[Question description]

- [Answer]
- [Resource]



- [Resource]