

Monthly Management Status Report

1. Executive Summary

Brief overview of the month’s key highlights, major achievements, concerns, and upcoming priorities.

2. Goals & KPIs

Goal/KPI	Target	Actual	Status	Comments
Example: Sales Revenue	\$100,000	\$92,000	On Track	4% growth MoM
Example: Customer Retention Rate	85%	88%	Achieved	

3. Progress Overview

Project/Initiative	Status	Remarks
Product Launch	Completed	Launched on schedule
CRM System Upgrade	In Progress	Phase 2 ongoing, expected completion next month

4. Issues & Challenges

- Resource constraints impacting deliverables.
- Delayed vendor support for IT upgrades.

5. Next Steps & Action Items

- Finalize recruitment for open positions by end of month.
- Complete CRM testing and stakeholder training.

6. Important Notes

- Keep the report focused and concise; avoid excessive detail.
- Use clear, quantifiable metrics wherever possible.
- Highlight both achievements and challenges for transparency.
- Ensure recommendations and next steps are actionable.
- Distribute report to all relevant management and stakeholders.