*Insert image of Project Plan Timeline. This can be a screenshot from your project plan that shows timeline of deliverables.*

Quick Overview

|  |  |
| --- | --- |
| Project Status: |  |
|  |  |
| # of Changes: |  |
| # of Deliverables: |  |
| # of Risks: |  |
| # of Issues: |  |

*Project Status should be green, yellow or red. Insert numbers from following pages.*

*Edit the Chart to match your project budget and expenses.*

|  |  |
| --- | --- |
| **Project Name:** | *Insert project name* |
| **Agency Name:** | *Insert agency name and acronym* |
| **Project Manager:** | *Insert Project Manager Name* |
| **Reporting Period:** | *Period of time being reported ( MM/DD/YYYY – MM/DD/YYYY)* |
| **Stakeholders:** | *Insert Stakeholder Names* |

**PROJECT STATUS SUMMARY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Overall Summary** | | **Prior Status** | **Green** | **Current Status** | **Green** |
| **Green** | The project is within 15% variance of the currently approved baseline for budget and schedule, and is expected to substantially meet all of the business objectives established. | | | | |
| **Yellow** | The project is between 16% to 25% variance of the currently approved baseline for budget and/or schedule and could be at risk of not meeting all of the business objectives established. | | | | |
| **Red** | The project exceeds 25% variance of the currently approved baseline for budget and/or schedule and is expected to substantially meet all of the business objectives established. | | | | |
|  | | | | | |

*This section should represent a narrative picture of the project’s progress during the reporting period. It should contain enough information to give the average reader a clear understanding of project accomplishments, expected accomplishments for the next reporting period, and major risks or issues that have required escalation.*

**COST MANAGEMENT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary** | | | | **Prior Status** | | **Green** | | **Current Status** | | **Green** |
| **Green** | Variance to cost is within 15% | | | | | | | | | |
| **Yellow** | Variance to cost is between 16% to 25% | | | | | | | | | |
| **Red** | Variance to cost exceeds 25% | | | | | | | | | |
| Budget Summary: *If the estimated completion amount is different from the baseline budget and/or current revised budget, explain the difference in the budget summary* | | | | | | | | | | |
| **Budget Type** | | **Baseline Budget** | **Current Revised Budget** | | **Actual Cost** | | **% Cost Variance** | | **Over/**  **Under** | **Estimate at Completion** |
| *Cost A* | | $0 | $0 | | $0 | |  | |  |  |
| *Cost B* | | $0 | $0 | | $0 | |  | |  |  |
| *Cost C* | | $0 | $0 | | $0 | |  | |  |  |
| *Cost D* | | $0 | $0 | | $0 | |  | |  |  |
| **Project Budget** | | **$0** | **$0** | | **$0** | | **%** | | *Over/Under* | **$0** |
| **Total Budget** | | **$0** | **$0** | | **$0** | |  | |  | **$0** |

*Budget Type – Individual line for specific project costs can be added or deleted as needed.*

*Baseline Budget – These figures should align with the baseline project plan budget.*

*Current Revised Budget – If scope changes or re-plans exist which change individual line items or budget totals, it should be represented in this column during the period when the changes occurred. This will represent the new baseline budget for variance calculations.*

*Actual Cost – For purposes of calculating variance, this column represents funds expended, not bills paid. For example, if a deliverable is accepted and there is a payment attached, those funds should be reflected in this column regardless of billing or payment status.*

*% Cost Variance – Calculate the variance percentage based on the difference between the original cost and the actual cost.*

*Over / Under – Enter Over or Under based on the cost variance between the original cost and actual cost.*

*Estimate at Completion – This figure represents the organization’s best estimate of the total cost to complete the project and achieve the objectives stated in the project plan.*

*Project Budget – This represents the amount to be included in the variance calculation and should align with the budget.*

*Total Budget – This represents the total amount needed to complete the project.*

**UPDATED PROJECT PLAN**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary** | | | | **Prior Status** | | **Green** | | **Current Status** | | **Green** |
| **Green** | Variance to schedule is within 15% | | | | | | | | | |
| **Yellow** | Variance to schedule is between 16% to 25% | | | | | | | | | |
| **Red** | Variance to schedule exceeds 25% | | | | | | | | | |
| *Enter any comments or supporting information to explain changes since the previous report.* | | | | | | | | | | |
| **% COMPLETE** | | **Task Name** | **Duration** | | **Start Date** | | **Finish Date** | | **On Schedule** | |
|  | |  |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |
|  | |  |  | |  | |  | |  | |

***This should List your high-level tasks pulled from the project plan.***

*% Complete – what percentage has been completed on this particular task.*

*Task Name – Descriptive name of the task.*

*Duration - Estimated Duration to complete this task.*

*Start Date - This date should align with the project plan schedule and startup date.*

*Finish Date - This date should align with the project plan schedule and startup.*

*On Schedule – This would be a ‘Yes’ or ‘No’ response.*

*Add Rows as needed to add additional tasks.*

**SCOPE MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary** | | | |
|  | | | |
| **Change Control Log Summary** | | | |
| **Change #** | **Description** | **Action:**  **Accept/Reject** | **Action Date** |
|  |  |  |  |
|  |  |  |  |
| **Comments:** | | | |
| **Deliverable Acceptance Log Summary** | | | |
| **Deliverable #** | **Description** | **Action:**  **Accept/Reject** | **Action Date** |
|  |  |  |  |
|  |  |  |  |
| **Comments:** | | | |

*Change Control Log – This log must contain significant changes occurring during the reporting period and must identify any budget and/or schedule baseline changes that resulted from the change. Once reported, changes should be removed for the next reporting period.*

*Deliverable Acceptance Log - This log lists all accepted/rejected deliverables during the reporting period. Once reported, line items should be removed for the next reporting period.*

**RISK/ISSUE MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary** | | | |
|  | | | |
| **Risk Management Log Summary** | | | |
| **Risk #** | **Description** | **Action** | **Action Date** |
|  |  |  |  |
|  |  |  |  |
| **Comments:** | | | |
| **Issue Management Log Summary** | | | |
| **Issue #** | **Description** | **Action** | **Action Date** |
|  |  |  |  |
|  |  |  |  |
| **Comments:** | | | |

*Risk Management Log – This section should include active risks or new potential risks that have been identified during the reporting period. Once an active risk is added, it should remain until resolved. At that time, the resolution should be noted and the line item may be removed for the next reporting period.*

*Issue Management Log – This section should include active issues or new issues during the reporting period. Once an issue is added, it should remain until resolved. At that time, the resolution should be noted and the line item may be removed for the next reporting period.*

*(Delete all instructions and re-set page breaks prior to finalizing document.)*