Quick Overview

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

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

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

*Edit Data in 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.*

**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.*

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