|  |  |  |  |
| --- | --- | --- | --- |
| **Initiation** | Planning | Execution | Closing |

# Overall Status Summary Project phase:

Project overview: *(provide high level project overview)*

# Performance

*Change numbers against time, scope, and budget above according to the constraints flexibility matrix in the project charter, where (1) is least flexible and (3) is most flexible. Trending rules: if constraint (1) is red, overall project is red; if constraint (2) and (3) are red, overall project is red; if yellow in previous 2 periods, need to take action to put it back to green or it may have to go to red. Previous periods should be reflected in the -1 and -2 columns.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trend** | | **Current** | **-1** | **-2** | Comments / Action to return to Green |
| **Overall** |  | **G** |  |  | *Provide overall commentary on the status of the project. If status is other than green indicate reason for status colour* |
| Time (2) |  | **R** |  |  |  |
| Scope (1) |  | **G** |  |  |  |
| Budget(3) |  | **Y** |  |  |  |

Status: Green – on track/no major issues Yellow – late but recoverable Red - requires re-planning Trend: Improve Steady Decline

# Items for Mgmt attention / information

|  |
| --- |
| **Key Project notes** (information on major project elements including decisions, risks, issues, etc.) *(Highlight key issues being experienced and if Mgmt needs to assist; Link to issue log)* |

# Project status

|  |
| --- |
| **Accomplishments this period:** *(Summarize the deliverables/activities that were completed this reporting period that the recipients of this report should be made aware of)* |
| **Planned but not completed:** *(Summarize the deliverables/activities that were planned but not completed for this reporting period that the recipients of this report should be made aware of)* |
| **Planned for next period:** *(Summarize the deliverables/activities that are planned for the next reporting period that the recipients of this report should be made aware of)* |

# Stakeholder Engagement Log (this period) Link to Stakeholder Engagement history

|  |  |  |  |
| --- | --- | --- | --- |
| Who | Medium | Subject | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Project Summary *(show only the details for what is in progress and what is scheduled to start before next reporting period)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DELIVERABLE/Milestones | Status | %  complete | Projected End Date | Original End Date | Commentary |
| **Initiation Phase** | | *75%* |  | | |
| Project Charter – approved | G | 100% |  | mmm dd, yy |  |
| Stakeholder register | Y | 80% | mmm dd, yy | mmm dd, yy |  |
| Kick off mtg | R | 20% | mmm dd, yy | mmm dd, yy |  |
| Project Status Reports initiated |  |  | mmm dd, yy | mmm dd, yy |  |
| **Planning Phase** | | *10%* |  | | |
| Requirements |  |  | mmm dd, yy | mmm dd, yy |  |
| RFI/RFP |  |  | mmm dd, yy | mmm dd, yy |  |
| Project Mgmt Plan |  |  | mmm dd, yy | mmm dd, yy |  |
| Project Schedule |  |  | mmm dd, yy | mmm dd, yy |  |
| RAID Log |  |  | mmm dd, yy | mmm dd, yy |  |
| **Execution and Control Phase** | | *0%* |  | | |
| Milestones 1 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 1 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 2  Sub Task 1  Sub Task 2 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 3 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 4  Sub Task 1  Sub Task 2 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 5 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 6 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 7 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 8 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 9 |  |  | mmm dd, yy | mmm dd, yy |  |
| Deliverable 10 |  |  | mmm dd, yy | mmm dd, yy |  |
| **Closing Phase** | | *0%* |  | | |
| Support plan - approved |  |  | mmm dd, yy | mmm dd, yy |  |
| Project Closure Report - approved |  |  | mmm dd, yy | mmm dd, yy |  |
| Lesson’s Learned Report - approved |  |  | mmm dd, yy | mmm dd, yy |  |

**Links to: Project schedule Issue Log Risk Register Project Charter Project repository**