**REPORTING PERIOD: [DD/MM/YY] to [DD/MM/YY]**

# General Information

|  |  |
| --- | --- |
| Project Name: | *Put the name of your project here* |
| Description: | *Add a summary about your project* |
| Project Manager: | *The project manager’s name* |
| Project Sponsor/Business Owner: | *The responsible owner’s name or project sponsor’s name* |
| Programme: | *If your project is part of a programme, note that here* |

# Project Status

|  |  |  |
| --- | --- | --- |
| Project Status | RAG | Explanation (for Red and Amber items) |
| Overall | R | Changes status is Red, so overall project has to reflect that |
| Scope | A | Requirements not yet defined |
| Schedule | G |  |
| Budget | G |  |
| Changes | R | 15 changes in the process for approval; this is slowing down the team |
| Issues | G |  |
| Risks | G |  |
| Dependencies | A | Dependency on Project X has yet to be fully investigated |
| Resourcing | G |   |
| Technical  | G |  |
| Change Management | G |  |

# Financial Summary

|  |  |
| --- | --- |
| Cost Centre/Budget Code: |  |
| Business Case Reference: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Prior YearExpenditure | This Year Budget | YTD Spent | Forecast For This Year | Comments  |
| Major Item/Phase |  |  |  |  |  |
| Major Item/Phase |  |  |  |  |  |
| Major Item/Phase |  |  |  |  |  |
| Contingency Budget |  |  |  |  |  |
| Total |  |  |  |  |  |

# Progress This Period

## Major Milestones

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Phase  | BaselineStart Date | Actual Start Date | BaselineEnd Date | Actual/ForecastEnd Date | Notes |
| Initiation  |  |  |  |  |  |
| Milestone 1 |  |  |  |  |  |
| Milestone 2 |  |  |  |  |  |
| Planning |  |  |  |  |  |
| Milestone 3 |  |  |  |  |  |
| Milestone 4 |  |  |  |  |  |
| Build  |  |  |  |  |  |
| Milestone 5 |  |  |  |  |  |
| Milestone 6 |  |  |  |  |  |
| Closing  |  |  |  |  |  |
| Milestone 7 |  |  |  |  |  |
| Milestone 8 |  |  |  |  |  |

## Progress Summary

* This is what we have done this reporting period.
* More actions in here.

## Work Planned For Next Period

* This is what we plan to do in the next reporting period.
* More actions in here.

# Outstanding Decisions

| # | Decision Summary | Date Raised | Raised By | Status | Notes |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*You could also use this section to list major decisions taken this period or upcoming decisions that require action.*

# Changes Approved This Period

| # | Change Summary | Date Raised | Raised By | Status | Notes |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*You could also use this section to list major changes approved over the life of the project or upcoming changes that require approval.*

# Major Open Issues

| # | Issue Summary | Date Raised | Raised By | Status | Notes |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Major Open Risks

| # | Risk Summary | Date Raised | Raised By | Status | Notes |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |