|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT DESCRIPTION** | | | | | |
| Project Purpose | [Summary statement e.g. primary objective] | | | | |
| Report Date | [Date report created] | | | Project Manager | [Project manager’s name] |
| Report Period | [date] | to | [date] | Approved Report Frequency | [e.g. Monthly] |
| Project Sponsor(s) | [Name] | | | Business Owner(s) | [Name] |
| Scheduled Implementation Date | [Date when the last deliverable is due] | | | Scheduled Completion Date | [Date when the project will be closed and archived] |

|  |  |  |  |  |
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| **KEY HEALTH INDICATORS** | | | | |
| Item | Previous Period | This  Period | Comments | Action Required |
| Overall | Green | Green |  |  |
| Budget | Green | Green |  |  |
| Schedule | Green | Green |  |  |
| Scope | Green | Green |  |  |
| Resource | Green | Green |  |  |
| Risk | Green | Green |  |  |

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| **PROJECT STATUS COMMENTARY** |
| Two or three short descriptions of what’s going better than plannned and what isn’t |

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| **HIGHEST RATING RISKS** | | | |
| No | Risk Description | Management Action | Risk Rating |
| 1 | [From the risk register] |  | Red |
| 2 | . . . |  |  |
| . . . | . . . |  |  |

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| --- | --- | --- | --- |
| **HIGHEST RATING ISSUES** | | | |
| No | Issue Description | Management Action | Priority |
| 1 | [From the issues register] |  | [Low, Medium or High] |
| 2 | . . . |  |  |
| . . . | . . . |  |  |

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| **PROJECT DECISIONS THIS REPORT PERIOD** | | | | | | |
| No | Decision Description | Priority | Approval Status | Approval Required By Date | Approved Date | Approved By |
| 1 | [Significant decision in the project identified during the report period] | [High, Medium or Low] | [Approved or Declined] | [N/A or date by which the decision needs to be made] |  | [Name of approver] |

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| **BUDGET v ACTUAL v FORECAST** | | | | |
|  | Approved Budget | Spend to Date | Estimate at Completion | Forecast Variance |
| Funding |  |  |  |  |
| In-kind contributions |  |  |  |  |
| Total |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KEY PROJECT MILESTONES** | | | | | |
| Task Name | Duration | Start | Finish | Predecessors | % Complete |
| [Milestone completed during the report period] |  |  |  |  |  |
| . . . |  |  |  |  |  |
| [Milestone due in the next report period] |  |  |  |  |  |
| . . . |  |  |  |  |  |
|  |  |  |  |  |  |
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