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| **PROJECT DETAILS** |
| **Organization / Department:** |  |
| **Project Title:** |  |
| **Reporting Period:** |  | **Project Manager:** |  |
| **Summary Status (R,A,G):*** **Red: Off plan**
* **Amber: Off plan but expected to recover**
* **Green: On plan**
 | **Overall:** | **Time:** | **Budget:** | **Impact:** |
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| **SUMMARY STATUS** |
| **Headlines Since Last Status Report:** |
|  |
| **Plans for Next Period:** |
|  |

| **BUDGET STATUS** |
| --- |
| **Overall Project Budget:** | **Actual Total Spend to Date:** | **Estimated Still to Spend:** | **Estimated Total Spend:** | **Variance from Original Budget:** |
|  |  |  |  |  |

| **ISSUE STATUS****Severity: H = High (requires immediate management action e.g. “Showstoppers”) L = Low (recoverable, provided for information only)**  |
| --- |
| **Issue Description** | **Severity (H,M,L)** | **Impacts (Time/ Budget/ Impact)** | **Date Raised** | **Target Resolution Date** | **Status** | **Details** |
|  |  |  |  |  |  |  |
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\*Issues with “Closed” status for current report, can be removed for subsequent reports.

| **RISK STATUS****Severity: H = High (major impact on project), M = Medium (will require change in plans), L = Low (can be handled without impacting project).****Probability: H = High (Very likely to happen), M = Medium (50% chance of happening), L = Low (Unlikely to happen).**  |
| --- |
| **Rick Description** | **Severity (H,M,L)** | **Probability (H,M,L)** | **Impacts (Time/ Budget/ Impact)** | **Date Raised** | **Status** | **Details** |
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\*Risks with “Closed” status for current report, can be removed for subsequent reports.

| **MILESTONE STATUS**  |
| --- |
| **Milestone** | **Original Target Completion Date** | **Status** | **Revised Completion Date** | **Actual Completion Date** | **Comments** |
|  |  |  |  |  |  |
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| **OTHER ITEMS TO DISCUSS** |
|  |
| **Next Report Due:** |  |