

Project identifier	Enter name or number	Status Date	The end of the status period
Sponsor name		Reporting frequency	Enter bi weekly, monthly, etc
PM name		Prepared by	If not the PM enter the name
Overall Status	Color this red/green/yellow – your organization will determine the criteria for status. Below is a table to provide more detail and you will need criteria to determine the overall status compared to the detailed status – e.g. if budget is yellow can the whole project still be green?		

### Status explanation:

In this section, enter any information to explain red/yellow status or change from one status to another. For instance, you may have a project that was reported red at the last period and is now green. Identify what happened to change the status.

Project goals and objectives
Enter a short explanation of what the project is intending to achieve. Often this is a copy and paste from the business case or charter. This is useful to remind people why the project exists.

	Initial	Current	Actual	Status
Budget	Enter approved budget	If changes have been made enter the new approved amount	Enter what's been spent	Enter the status based on the current approved – if you are forecasting overages the status yellow or red
Schedule				
Resources				

Accomplished this period	Planned next period
Enter the key milestones achieved – this should relate to the last “planned next period” information. If milestones have slipped, but are not critical, you can also explain here.	Enter the key milestones you expect to achieve in the next reporting period. If there are none expected to complete, you can estimate a % complete.

Current risk or issue occurrence	Mitigation /Resolution
Use this table to indentify the risks/issues you are dealing with during this period. Only keep the current items. In the “accomplished this period” table you can list the risks/issues that have been resolved in the reporting period.	List the actions you are taking to resolve the items