

Project Status Report

Summary

Period: <i>ddmmyy</i>	To: <i>ddmmyy</i>	
Project Name:	Project Manager:	Date: 11/13/08
<p>Project Status</p> <p><i>Brief overview of where you are. Highlight major achievements, critical issues, risks and planned activities. A more complete and detailed explanation of achievements, issues, risks, and planned activities follows the Status Summary, below.</i></p>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Status Summary (explain if "yes" is checked)
Phase & Project Plan (General):		
		1. Has the scope of the project changed?
		2. Have the assumptions changed?
		3. Have the outputs (deliverables and other direct results) in the Phase changed?
		4. Are there unresolved issues impacting upon the project scope?
		5. Are there unresolved issues impacting upon the project schedule?
		6. Are there unresolved issues impacting upon the project budget?
		5. Is the project influenced by unexpected external factors?
Outcomes		
		7. Will the deliverables fail to meet beneficiaries requirements?
		8. Will other expected outputs fail to meet beneficiaries expectations?
		9. Are project outputs leading towards expected outcomes (behavioral and organizational changes)?
Activities / Effort		
		10. Are there any problems affecting the project team's ability to perform the work?
		11. Does the actual time expended to date vary significantly (> 10%) from the project plan?
Schedule		
		12. Is the estimated schedule about to be missed?
Budget / Savings		
		13. Will the approved budget be overrun?
Change Requests		
		14. Are there significant changes requested?
<p>Explanation of checked items:</p> <p><i>For every item ticked "yes", give a brief explanation.</i></p>		

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Milestones Reached

Major Activity	Status & Expectations

Issues Analysis

Include a brief analysis of issues relating to the project. This should cover trends, ie. number of issues increasing, none being resolved, issues of most critical nature, etc. Be sure to indicate who is responsible for the resolution of the issue (or who it was directed to), and whether or not the issue is global in the Issue column.

Issue	Consequence

Change Request Analysis

Include a brief analysis of trends in change requests, such as whether they are increasing or decreasing, whether they can continue at the same rate and stay within the 30% limit, etc.

Major Change Requested	Impact

Risk Analysis

Include a brief analysis of how successful the risk management practices are, the percentage of risks that have been escalated into issues, etc.

Risk	Contingency

Planned Activities for the next phase (describe if there is a significant (. 10%) variance form the project action plan

Activity	Expected Milestone / Achievement

Project Milestones (only those with a significant (> 10%) variance form the project action plan.

Project Milestones (Consistent with project action plan)	Completion Date			Reason for Variance
	Originally Planned	Already Revised	Actual	