Project Reporting Template

Project Name _____

Project Sponsor _____

Reporting Period   *From* _____   *To* _____

Dashboard

Overall Scope Quality		Exceeds		On		Below		In Jeopardy
Overall Project Schedule		Ahead		On		Behind		In Jeopardy
Overall Staffing Status		Below		On		Over		In Jeopardy
Overall Spending Status		Below		On		Over		In Jeopardy

Schedule & Scope Status

Milestone	Planned Date	Actual Date	Projected Date

Deliverables completed since last update   Scope Status

Deliverable	Person Accountable	Actual Date	Met quality criteria?

Deliverables scheduled for completion

Deliverable	Person Accountable	Planned Completion Date	Projected Completion Date

Staff Effort and Spending Status

	Total Plan Amount	Actual to Date	Forecast	Projected Total	Accuracy Rating	Range
Staffing (hours)						
Spending Capital						
Spending Expenses						

Changes to Plan

Description of Change	Date	Change Approved?	Revision to Plan

Risk Status

New Risks or Changes to Risk Assumptions	Action Plan	Change request required?

Issues

Issue	Action Taken	Action Required	Person Accountable	Required Date