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| --- | --- |
| [Insert Project Name] | Status Date:  Author: |

|  |  |
| --- | --- |
| [Insert Tracking Gantt Image with Milestones and Progress Line at Status Date]  ◆ - Baseline milestone  ◆ - Actual or expected future milestone | [Insert Cumulative Cost Curve with Baseline, Earned Value and Actual Cost at Status Date] |

## Overall Project Performance

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| --- | --- | --- |
|  | Status | Comments |
| Scope | [Insert symbol here] | * [Summarize the deliverables completed and/or % complete] * [Summarize the major activities completed and/or % complete] * [Summarize work and deliverables in next reporting period] |
| Schedule | [Insert symbol here] | * [Schedule performance status (latest milestone variances)] * [State the SPI as a progress rate] * [Forecast expected milestone variances] * [Summarize corrective actions being taken to recover schedule] |
| Budget | [Insert symbol here] | * [Summarize budget performance status (AC, % Spent, BAC) * [Summarize EV, and Cost Variance] * [State CPI as value being achieved for investment] * [Forecast EAC, VAC & ETC] * [Summarize corrective actions being taken to recover budget] |
| Resources | [Insert symbol here] | * [Summarize resource utilization during reporting period] * [Identify resource requirements for next reporting period] * [Identify resource shortages or fulfillment risks] |
| Risks | [Insert symbol here] | * [Summarize major risk occurrences during reporting period and their impacts on project] * [Summarize corrective actions taken to address risk occurrences] * [Summarize major issues affecting progress] * [Identify high exposure risks in next reporting period] |
| Changes | [Insert symbol here] | * [Identify approved changes (including tracking #) during period] * [Summarize actions required to implement approved changes] * [Summarize requested changes (including tracking #) requiring approval] * [Summarize impacts of changes on project] |

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| --- | --- | --- | --- |
| Status Legend | ****  Controlled | ****  Caution | ****  Critical |
| Scope | Deliverables and work are acceptable in current state. | Deliverable or work status is uncertain or moderate rework is required to be acceptable. | Deliverable is not viable or significant rework is required. |
| Schedule | Schedule Performance is within 5% of planned rate. | Schedule Performance is >5% and <10% of planned rate. | Schedule Performance is >10% of planned rate or critical milestone will be missed by unacceptable amount. |
| Budget | Cost Variance % is within 5% of planned amount. | Cost Variance % is >5% and <10% of planned amount. | Cost Variance % is >10% of planned amount or EAC is greater than BAC + contingency. |
| Resources | Resources are available and being utilized as planned. | Resources are being under or over-utilized by <10% of planned amount. | Resources are unavailable or are being utilized >10% of planned amount |
| Risks | No major risk occurrences. | Minor risk occurrences affecting project objectives. | Major risk occurrence has affected project objective and contingency plan has been activated. |
| Changes | No changes requested or required, or any changes initiated affect the project <10%. | Minor changes requested or required affecting the project between 10% and 15%. | Major project changes requested or required affecting the project >15%. |