|  |  |  |  |
| --- | --- | --- | --- |
| **Project Sponsor:** |  | **Project Director:** |  |
| **Status Report Period***:* | *<date to date>* | **Current Project R&C Category:** |  |
| **Project Start Date:** |  | **Project End Date:** |  |

**1 - Project Status Overview**

|  |
| --- |
| **A. Overview of project progress during reporting period:** Required for R&C Category |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Overall Status** |  |  | Required for R&C Category |
|  | Yes | No | Explain: |
| **Is the project on schedule?**  *If no, explain why and what corrective action(s) are planned to bring the project back on schedule* |  |  |  |
| **Will the project complete on schedule?** |  |  |  |
| **Is the project currently within budget?**  *If no, explain why and what corrective action(s) are planned to bring the project back within budget* |  |  |  |
| **Will the project remain within budget?** |  |  |  |
| **Were any scope changes proposed or approved during this reporting period?** |  |  |  |
| **Have any risks or issues impacted the project during the reporting period?** |  |  |  |

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| --- | --- | --- | --- | --- |
| **C. SPI & CPI** *Provide SPI and CPI for Current + Last 3 Reporting Periods*  Required for R&C Category | | | | |
|  | Past Reporting Period | Past Reporting Period | Last Reporting Period | **Current Reporting Period** |
| **Date** |  |  |  |  |
| **Project Schedule Performance Index (SPI)** |  |  |  |  |
| **Project Cost Performance Index (CPI)** |  |  |  |  |
| **Explanation of SPI or CPI Variance / Trend** |  | | | |

**2 – Project Progress**

| **A. Project Milestones, Deliverables, and Major Tasks**  Required for R&C Category  *Provide milestones, deliverables, or major tasks of interest to key project stakeholders.  Identify the status of each item listed (Completed, In Progress, Future), and explain any significant variance.* | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **D**  **M**  **T** | **D**eliverable / **M**ilestone / **T**ask & Description | Planned Start Date | Planned Finish Date | Actual Finish Date  *(completed)* | Status  *(****C****=Completed*  ***IP****= In Progress*  ***F****=Future)* | Variance Explanation / Comment |
|  |  |  |  |  |  |  |
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| **B. Scope Changes**  Required for R&C Category  *List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget)  identified during this reporting period~~,~~ including those that may impact the project in later reporting periods.* | | | |
| --- | --- | --- | --- |
| Scope Change Description | Cost Impact | Schedule Impact | Status *(if approved, include approval date and change control form number)* / Variance Explanation / Comment |
|  |  |  |  |
|  |  |  |  |

**3 – Project Issues / RISKS**

| **A. Project Issues** *List all issues identified, open, occurring, or closed within this reporting period.*  Required for R&C Category | | | | | |
| --- | --- | --- | --- | --- | --- |
| Issue Description | Status  (Open/  Closed) | Project Impact (H, M, L) and Description of Impact | Resolution Approach | Resolution Date | Owner |
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| **B. Project Risks**  Required for R&C Category  *List all risks identified, open, occurring, or closed within the reporting period.* | | | | | |
| --- | --- | --- | --- | --- | --- |
| Risk Description | Status  (Open / Closed) | Project Impact (H, M, L) and Description of Impact | Mitigation/Response Strategy | Status | Owner |
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**4 - Project Spend Plan**

| 1. **Expenditures – Planned vs. Actual** *Provide planned and actual cost total for the current month and the fiscal year to date. Provide an explanation of significant variance.*   Required for R&C Category | | | |
| --- | --- | --- | --- |
| Period | Planned Cost | Actual Cost | Explanation of Variance |
| <*This reporting period>* |  |  |  |
| *<Fiscal YTD>* |  |  |  |

| 1. **Identify Major Project Costs**   Required for R&C Category  *Provide the planned expenditure, actual expenditure (if completed), status, and the business need for all significant project costs of interest to  key project stakeholders. For hardware/software include the quantity of each type of equipment or licenses required.*  *If completed, provide an explanation for any significant cost variance.* | | | | | |
| --- | --- | --- | --- | --- | --- |
| Description | Planned Expenditure | Actual Expenditure | Status  *(****C****=Completed*  ***IP****= In Progress*  ***F****=Future)* | Business Need | Explanation of Cost Variance |
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