OE [PROJECT NAME] STATUS REPORT

REPORTING PERIOD FROM _____ TO _____
PREPARED BY:
SCOPE SUMMARY:

LEGEND	
GREEN	ON TRACK / NO CONCERNS
YELLOW	RISK IDENTIFIED
RED	HIGH RISK

SAVINGS GOAL `GREEN`   **BUDGET** `GREEN`   **SCOPE** `GREEN`   **SCHEDULE** `GREEN`

EXECUTIVE SUMMARY

- General Project Health

- Note any key changes from Charter/scope

- Note any specific requests to project Executives

BUDGET AND SCHEDULE STATUS

EXPENSES				SCHEDULE		SAVINGS			
	BUDGET	ACTUAL TO DATE	FORECAST				BUDGET	ACTUAL TO DATE	FORECAST
INCEPTION THROUGH FY12				BASELINE END DATE		INCEPTION THROUGH FY12			
TOTAL PROJECT (all years)				ESTIMATE END DATE		TOTAL PROJECT (all years)			

PLANNED ACCOMPLISHMENTS	COMPLETED ACCOMPLISHMENTS

REASON FOR DIFFERENCE (PLANNED VS. DID)	PLANNED ACCOMPLISHMENTS - NEXT REPORTING PERIOD

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KEY ISSUES, RISKS AND OPPORTUNITIES
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KEY MILESTONE DATES				
MILESTONE	BASELINE DATE	EST/ ACTUAL COMPLETION DATE	STATUS	COMMENTS
1.			GREEN	
2.			GREEN	
3.			GREEN	
4.			GREEN	
5.			GREEN	
6.			GREEN	
7.			GREEN	
8.			GREEN	

DASHBOARD STATUSES OF KEY PROJECT AREAS		
TOPIC	STATUS	TOP ISSUES, MITIGATIONS & COMMENTS
PROJECT MANAGEMENT		
TIME (SCHEDULE)	GREEN	
COST (BUDGET)	GREEN	
SCOPE	GREEN	
RESOURCES	GREEN	
PROJECT PLAN	GREEN	
CHANGE MGMT & TRAINING		
CHANGE MANAGEMENT	GREEN	
TRAINING	RED	
FUNCTIONAL		
REQUIREMENTS	GREEN	
TECHNICAL		
ENVIRONMENT READINESS	GREEN	

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