

# Issue Status:

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# Change Status:

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# Risk Status:

- Risk: Mitigation:
- Risk:
   Mitigation:



<Project Name>

# Budget

#### Budget Status as of / /200X

Dedicated Top Professionals

DTP@Work

Expense	Original Budget	Current Budget	Spent to Date	Est. to Complete	Current Forecast	Variance
Labor						
Internal						
External						
Hardware						
Software						
Other						
Total						

#### **Budgetary Comments:**

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<Project Name>

# Scheduled Milestones / Deliverables

Milestone	Approved Schedule	Current Forecast	Actual	Status
Start Project				
Steering Committee established				
Draft Scope Statement available				

Note: Bold milestones are key external project deliverable



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<Project Name>

Accomplishments & Plans

Accomplishments during this Reporting Period:

Plans for the next Reporting Period:





<Project Name>

**Project Definition** 

**Project Description** 

### **Project Definition**

Business Objectives	•
Scope	•
Assumptions	•
Dependencies	•



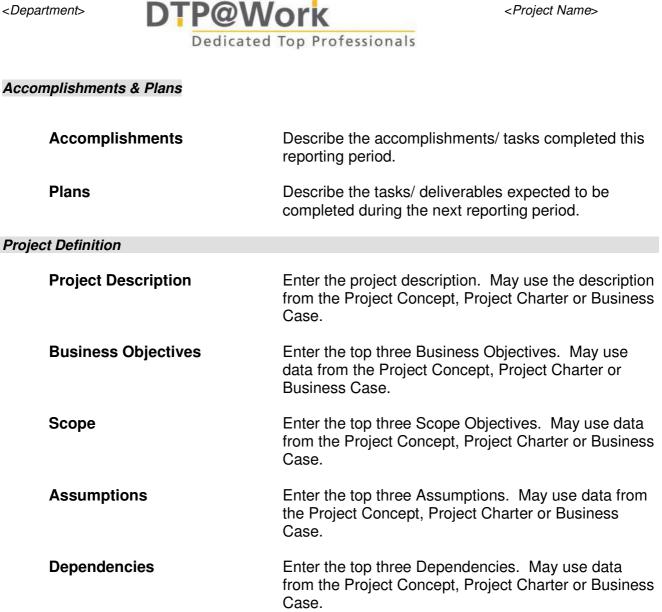
<department></department>	TP@Work Dedicated Top Prof	<project name=""></project>			
<b>INSTRUCTIONS</b>					
Project Information					
Project Name					
Reporting Period	Fill in the	Fill in the Month and Year of the reporting period			
Project Manager					
Project Owner					
Project Sponsor	(s)				
Executive Summary					
Overall Status code definitions are:	Gi sc Ye frc Re be sig	n the blank, fill in an overall status. Color reen (Controlled) – Project is within budget, ope and on schedule. ellow (Caution) – Project has deviated slightly om the plan. ed (Critical) – Project has fallen significantly whind schedule, is forecasted to be gnificantly over budget, or has taken on tasks at are out of scope.			
Budget	reference boxes to beneath color. Fo budget w selected.	e color codes above in Overall Status as a e, choose one of the <i>Red, Yellow or Green</i> indicate Budget status. Three boxes each color allow for variations within the or example, a project completely within rould have the farthest left Green box A project just on the edge of being within would have the farthest right Green box			
Schedule	reference boxes to beneath color. Fo	e color codes above in Overall Status as a e, choose one of the <i>Red, Yellow or Green</i> indicate Schedule status. Three boxes each color allow for variations within the or example, a project completely on schedule ve the farthest left Green box selected. A			



<department> DTP@</department>	<pre>Vork</pre> <project name=""></project>
Dedica	ated Top Professionals
	project just beginning to fall behind schedule would have the farthest right Green box selected.
Scope	Using the color codes above in Overall Status as a reference; choose one of the <i>Red, Yellow or Green</i> boxes to indicate Scope status. Three boxes beneath each color allow for variations within the color. For example, a project completely within scope would have the farthest left Green box selected. A project just on the edge of being within scope would have the farthest right Green box selected.
Reason for Deviation	Describe the reason for deviating from the project plan for budget, schedule and scope if any variation of Yellow or Red is selected.
Comments	A space is provided for comments about overall, budget, schedule and scope status
Controls	
Issue status	Describe identified issues and status of resolution. An issue is an item that, if not resolved, presents an obstacle to project success. An issue is not the same as an action item (a to-do) or an open point (an item that needs more information.)
Change status	Describe project change requests that have been submitted according to the change control process and the approval status of the requests.
Risk status	Describe major project risks and associated mitigation strategies and activities.
Budget	
Expense Column	Labor – Internal, External Hardware Software Other Total (cost to production)
Original Budget	Enter the Original Budget values in the appropriate categories. Original Budget values remain unchanged from month to month.
10/16/2008 Status Report Template	Page 7 DTP@Work Dedicated Top Professiona

DTP@Work <Project Name> **Dedicated Top Professionals Current Budget** The Current Budget is the same as Original Budget unless any approved adjustments have been made. Spent to Date Enter the total dollars spent to date. Est. to Complete Enter the total dollars estimated to complete the project. **Current Forecast** Enter the sum of Spent to Date and Est. to Complete. Variance Subtract Forecast from Current Budget to determine Variance. A positive number indicates under budget; a negative number indicates over budget. Scheduled Milestones/ Deliverables Milestone Key Milestones relevant during this reporting period. Leave Project Start and Project Completion Dates on each Monthly Status Report. **Approved Schedule** Enter the date originally scheduled for each Milestone. **Current Forecast** Enter the Current Forecast date for each Milestone. The Current Forecast date is the date that is currently projected to complete the Milestone. Actual Enter the Actual date for each Milestone. The Actual date is the date that the Milestone is complete. Status Select status: Complete – Milestone is complete. Green – Milestone is controlled and there is no concern about completing it by the Current Forecast date. Yellow – Caution, there is concern that the Milestone cannot be completed by the Current Forecast date. *Red* – It is clear that the Milestone will not be completed by the scheduled Current Forecast date.





# **Recommended Reference Documents:**

- Business Case
- Scope Document

