

<project name> Project

Monthly Status Report

Project Name: _____ **Reporting Period:** _____
Project Manager: _____
Project Owner: _____
Project Sponsor: _____

Executive Summary

Overall Status:

	Green (Controlled)	Yellow (Caution)	Red (Critical)	Reason for Deviation
Budget	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Schedule	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Scope	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Comments:

•

Controls

Issue Status:

•

Change Status:

•

Risk Status:

- **Risk:** _____
Mitigation: _____
- **Risk:** _____
Mitigation: _____

<Department>

<Project Name>

Budget

Budget Status as of / /200X

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

Budgetary Comments:

•

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

Accomplishments & Plans

Accomplishments during this Reporting Period:

-

Plans for the next Reporting Period:

-

Project Definition

Project Description

Project Definition

Business Objectives	▪
Scope	▪
Assumptions	▪
Dependencies	▪

INSTRUCTIONS

Project Information

Project Name

Reporting Period

Fill in the Month and Year of the reporting period

Project Manager

Project Owner

Project Sponsor(s)

Executive Summary

Overall Status
code definitions are:

On the blank, fill in an overall status. Color

Green (Controlled) – Project is within budget, scope and on schedule.

Yellow (Caution) – Project has deviated slightly from the plan.

Red (Critical) – Project has fallen significantly behind schedule, is forecasted to be significantly over budget, or has taken on tasks that are out of scope.

Budget

Using the color codes above in Overall Status as a reference, choose one of the *Red, Yellow or Green* boxes to indicate Budget status. Three boxes beneath each color allow for variations within the color. For example, a project completely within budget would have the farthest left Green box selected. A project just on the edge of being within budget, would have the farthest right Green box selected.

Schedule

Using the color codes above in Overall Status as a reference, choose one of the *Red, Yellow or Green* boxes to indicate Schedule status. Three boxes beneath each color allow for variations within the color. For example, a project completely on schedule would have the farthest left Green box selected. A

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 *Red, Yellow or Green* 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.

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. <i>Green</i> – Milestone is controlled and there is no concern about completing it by the Current Forecast date. <i>Yellow</i> – Caution, there is concern that the Milestone cannot be completed by the Current Forecast date. <i>Red</i> – It is clear that the Milestone will not be completed by the scheduled Current Forecast date.

Accomplishments & Plans

Accomplishments

Describe the accomplishments/ tasks completed this reporting period.

Plans

Describe the tasks/ deliverables expected to be completed during the next reporting period.

Project Definition

Project Description

Enter the project description. May use the description from the Project Concept, Project Charter or Business Case.

Business Objectives

Enter the top three Business Objectives. May use data from the Project Concept, Project Charter or Business Case.

Scope

Enter the top three Scope Objectives. May use data from the Project Concept, Project Charter or Business Case.

Assumptions

Enter the top three Assumptions. May use data from the Project Concept, Project Charter or Business Case.

Dependencies

Enter the top three Dependencies. May use data from the Project Concept, Project Charter or Business Case.

Recommended Reference Documents:

- Business Case
- Scope Document