**OE [PROJECT NAME] STATUS REPORT**

 REPORTING PERIOD FROM \_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_

**LEGEND**

|  |  |
| --- | --- |
| **GREEN** | ON TRACK / NO CONCERNS |
| **YELLOW** | RISK IDENTIFIED |
| **RED** | HIGH RISK |

 PREPARED BY:

 SCOPE SUMMARY:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SAVINGS GOAL**  | GREEN |  | **BUDGET**  | GREEN |  | **SCOPE**  | GREEN |  | **SCHEDULE**  | GREEN |

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| EXECUTIVE SUMMARY |
| * General Project Health

 * Note any key changes from Charter/scope

 * Note any specific requests to project Executives
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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  |
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| --- | --- |
| 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 |  |
| 1.
 |   |  | GREEN |  |
| 1.
 |   |  | GREEN |  |
| 1.
 |   |  | GREEN |  |
| 1.
 |   |  | GREEN |  |
| 1.
 |   |  | GREEN |  |
| 1.
 |   |  | GREEN |  |
| 1.
 |   |  | GREEN |  |

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| **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 |  |
|  |  |  |

2