**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 |

|  |
| --- |
| 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 |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KEY MILESTONE DATES | | | | |
| MILESTONE | BASELINE DATE | EST/ ACTUAL COMPLETION DATE | STATUS | COMMENTS |
|  |  |  | GREEN |  |
|  |  |  | GREEN |  |
|  |  |  | GREEN |  |
|  |  |  | GREEN |  |
|  |  |  | GREEN |  |
|  |  |  | GREEN |  |
|  |  |  | GREEN |  |
|  |  |  | 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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