|  |  |  |
| --- | --- | --- |
| Project Name | Project ID | Project Manager |
|  |  |  |
| Business Process Owner | Project Sponsor | Project Executive Sponsor |
|  |  |  |

**STATUS UPDATE (COMMENTARY)**

|  |
| --- |
| *Period beginning and period ending* |

**PROJECT PERFORMANCE RATING (RED/YELLOW/GREEN)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Rating**  **(% Complete)** | **Scope** | **Budget** | **Schedule** |
| *Provide brief description of Yellow or Red rating issue.* | *Provide brief description of Yellow or Red rating issue.* | *Provide brief description of Yellow or Red rating issue.* | *Provide brief description of Yellow or Red rating issue.* |

**KEY MILESTONES COMPLETED**

|  |  |
| --- | --- |
| **ID #** | **Description** |
| 1. |  |

**KEY MILESTONES FOR THE NEXT PERIOD**

| **ID #** | **Description** | **Original planned completion date (this date should not change)** | **Current forecast completion date** |
| --- | --- | --- | --- |
| 1. |  |  |  |

**KEY HIGH PRIORITY ISSUES**

| **ID #** | **Description** | **Assigned To** |
| --- | --- | --- |
| 1. |  |  |

|  |  |  |
| --- | --- | --- |
| **# of Medium Issues** | **# of Low Issues** | **# of Closed Issues** |
| *List total number of Medium Issues* | *List total number of Low Issues* | *List total number of Closed Issues* |

**OPEN RISKS**

| **ID #** | **Date Opened** | **Description** | **Probability**  **(L/M/H)** | **Impact**  **(L/M/H)** |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |

**KEY DECISIONS**

| **ID #** | **Description** |
| --- | --- |
| 1. |  |