**Overall Status: Green**/**Amber**/**Red**

**Phase:** <Initiating/Planning/Executing/Closing>

# Milestones

<xx/xx/xx>: <describe project milestone 1>

<xx/xx/xx>: <describe project milestone 2>

<xx/xx/xx>: <describe project milestone 3>

<xx/xx/xx>: <describe project milestone 4>

<xx/xx/xx>: <describe project milestone 5>

**Project Owner (PO):** <Name>

**Business Manager (BM):** <Name>

**Solution Provider (SP):** <Name>

**Project Manager (PM):** <Name>

# Project Status Summary

<Short description of current status>

# Project Changes (input from Change Log)

Status: **Green**/**Amber**/**Red**

* Severe: <x>
* <id xx>, category <xx>, status <xx>
* <id xx>, category <xx>, status <xx>
* <id xx>, category <xx>, status <xx>

# Top Risks (input from Risk Log)

Status: **Green**/**Amber**/**Red**

* Active: <x>
* <id xx>, level <xx>, action <xx>
* <id xx>, level <xx>, action <xx>
* <id xx>, level <xx>, action <xx>

# Issues (input from Issue Log)

Status: **Green**/**Amber**/**Red**

* Urgent: <x>
* <id xx>, size <xx>, severity <xx>
* <id xx>, size <xx>, severity <xx>
* <id xx>, size <xx>, severity <xx>

# Project Indicators

Schedule: **Green**/**Amber**/**Red**

* Baselined delivery date: <xx/xx/xx>
* Forecasted delivery date: <xx/xx/xx>
* Variance: <+ xx months>

Cost: **Green**/**Amber**/**Red**

* Current Year:
* Allocated: <xx> workdays, <x.xxx,xx> €
* Spent: <xx> workdays, <x.xxx,xx> €
* Forecasted: <xx> workdays, <x.xxx,xx> €
* Overall project:
* Allocated: <xx> workdays, <x.xxx,xx> €
* Spent: <xx> workdays, <x.xxx,xx> €
* Forecasted: <xx> workdays, <x.xxx,xx> €

# Decisions (input from Decision Log)

<xx/xx/xx>, <id xx>: <describe decision 1>

<xx/xx/xx>, <id xx>: <describe decision 2>

<xx/xx/xx>, <id xx>: <describe decision 3>

<xx/xx/xx>, <id xx>: <describe decision 4>

<xx/xx/xx>, <id xx>: <describe decision 5>

# Activities Performed and Planned

Performed:

* <Short description of ongoing project action 1>, status <ongoing / complete / pending>
* <Short description of ongoing project action 2>, status <ongoing / complete / pending>
* <Short description of ongoing project action 3>, status <ongoing / complete / pending>

Planned:

* <Short description of next planned key project action 1>
* <Short description of next planned key project action 2>
* <Short description of next planned key project action 3>