# Project Progress

|  |  |  |  |
| --- | --- | --- | --- |
| Initiating | Planning | Executing | Closing |
|  | Monitor & Control |  |

**Overall Status: Green**/**Yellow**/**Red**

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

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

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

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

# Project Indicators

Schedule: **Green**/**Yellow**/**Red**

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

Cost: **Green**/**Yellow**/**Red**

* Baselined: <xx> workdays, <x.xxx,xx> €
* Spent: <xx> workdays, <x.xxx,xx> €
* Forecasted: <xx> workdays, <x.xxx,xx> €
* Variance : <0% (Forecasted - Baselined)>

# 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>

<xx/xx/xx> : <describe project milestone 6>

# Project Changes (input from Change Log)

Status: **Green**/**Yellow**/**Red**

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

# Project Indicators (at current state)

Status: **Green**/**Yellow**/**Red**

Planned: <xx> workdays

Actual work: <xx> workdays

Earned Value (Progress): <xx> workdays

Remaining work: <xx> workdays



**Green curve:** Planned effort (workdays) over weeks

**Red curve:** Current cost consumption (workdays)

**Blue curve:** Earned value (workdays)

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# 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>

# Issues (input from Issue Log)

Status: **Green**/**Yellow**/**Red**

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

# Top Risks (input from Risk Log)

Status: **Green**/**Yellow**/**Red**

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