|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project name** | Project name | | | | | |
| **Date** | Date | | | | *Overall status* | |
| **Author** | Name of the person presenting the report | | | | | |
| Contact details | | | | | |
| **Progress** | Project percent % complete | | | | | |
| **Project snapshot** | *Scope* | Commentary | | | | *Status* |
| *Schedule* | Commentary | | | | *Status* |
| *Budget* | Commentary | | | | *Status* |
| **Key achievements** | * List the key achievements for this cycle * Detail exceptions | | | | | |
| **Planned activities** | * List the planned activities for the next cycle * Detail anticipated exceptions | | | | | |
| **Update** | * Present stakeholder and risk registers * Note all other major issues / events * Report progress on all actions agreed at last report * Carry forward actions, if required | | | | | |
| **Decisions required** | Issue (risk) | | Action (Change ID *xx*) | Owner | | Due date |
| Issue (risk) | | Action (Change ID *xx*) | Owner | | Due date |
| Issue (risk) | | Action (Change ID *xx*) | Owner | | Due date |
| Issue (risk) | | Action (Change ID *xx*) | Owner | | Due date |
| Issue (risk) | | Action (Change ID *xx*) | Owner | | Due date |
| **Next report** | Date | | | | | |

**Status indicator**: Acceptable | Needs Attention | Critical