|  |  |
| --- | --- |
| **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