

Project Name – Project Status *YYYYMMDD*

Project Start: *DD/MM/YYYY* Forecast End: *DD/MM/YYYY*



Overall Status

Milestones

Project High Level Status

- Hardware in order ETA *dd/mm/yyyy*.
- .
- .

Last Period Achievements

- Hardware quote approve and PO sent to vendor.
- .
- .

Next Period Due Activities:

- Submit change request to receive hardware at DC.
- .
- .

Activity		Planned	Actual
Enter Project Sched Milestones	G	<i>DD/MM/YYYY</i>	<i>DD/MM/YYYY</i>
	G		
	G		
	G		
	G		

Major Risks & Issues

Resource Engagement	Proj	Vendor
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Scope	Schedule	Quality	Delivery
G	G	G	G

	Risk/Issue Description	Resolution	Date to solve
Rxx	<i>Describe top three Risks in detail and in layman terms</i>	Action: <i>Describe mitigation plan to eliminate Risk</i> <i>DD/MM – Describe actions taken in accordance with mitigation plan</i>	<i>DD/MM/YYYY</i>
lxx	<i>Describe top three Issues in detail and layman terms</i>	Action: <i>Describe action plan to resolve Issue</i> <i>DD/MM – Describe actions taken in accordance with action plan</i>	<i>DD/MM/YYYY</i>

Schedule Change Request

CR#	Change Description	CR#	Change Description
	<i>Describe change in detail and in layman terms</i>		



Major Issue Impacting



Major Issue Identified



No Major issues