|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | Period Ending: |  |
| Project Manager: |  | Report Number: |  |
| Distribution: | Sponsor:  | PMO:  |
| Steering Committee  |  |
| Team:  |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Current** |  | **Last Month** |
| **Overall** |  |  |  | Schedule / Milestone Achievement |  |
|  |  |  | Stakeholder Engagement / Involvement |  |
|  |  |  |  | Budget |  |
|  |  |  | Resources |  |
|  |  |  | Communication |  |
|  |  |  | Risks and Issues |  |

 |
| **Key Deliverables:**  |
| ***Key deliverables achieved in the last period:*** | ***Responsibility*** | ***Date Closed*** |
|  |  |  |
|  |  |  |
|  |  |  |
| ***Key deliverable planned for the next period:*** | ***Responsibility*** | ***Due Date*** |
|  |  |  |
|  |  |  |
|  |  |  |
| ***Next Phase / Gate Review*** | ***Chair*** | ***Planned Date*** |
|  |  |  |
|  |  |  |
| **Issues Affecting Key Deliverables:** |
| ***Issue*** | ***Planned Action*** | ***Responsibility*** | ***Due Date*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Prepared by: |  | Date: |  | Signed: |  |