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