



<PROJECT NAME>	<DEPARTMENT>	<FY 20__-20__ > <STATUS REPORT DATE>
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Project Sponsor:		Project Director:	
Status Report Period:	<i><date to date></i>	Current Project R&C Category:	
Project Start Date:		Project End Date:	

1 - PROJECT STATUS OVERVIEW

A. Overview of project progress during reporting period:	Required for R&C Category 1 2 3 4

B. Overall Status			Required for R&C Category 1 2 3 4
	Yes	No	Explain:
Is the project on schedule? <small><i>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</i></small>			
Will the project complete on schedule?			
Is the project currently within budget? <small><i>If no, explain why and what corrective action(s) are planned to bring the project back within budget</i></small>			
Will the project remain within budget?			
Were any scope changes proposed or approved during this reporting period?			
Have any risks or issues impacted the project during the reporting period?			

C. SPI & CPI <small><i>Provide SPI and CPI for Current + Last 3 Reporting Periods</i></small>	Required for R&C Category 3 4			
	Past Reporting Period	Past Reporting Period	Last Reporting Period	Current Reporting Period
Date				



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Project Schedule Performance Index (SPI)				
Project Cost Performance Index (CPI)				
Explanation of SPI or CPI Variance / Trend				

2 – PROJECT PROGRESS

A. Project Milestones, Deliverables, and Major Tasks Required for R&C Category 2 3 4						
<i>Provide milestones, deliverables, or major tasks of interest to key project stakeholders. Identify the status of each item listed (Completed, In Progress, Future), and explain any significant variance.</i>						
D M T	Deliverable / Milestone / Task & Description	Planned Start Date	Planned Finish Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>	Variance Explanation / Comment

B. Scope Changes Required for R&C Category 2 3 4			
<i>List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.</i>			
Scope Change Description	Cost Impact	Schedule Impact	Status <i>(if approved, include approval date and change control form number)</i> / Variance Explanation / Comment

3 – PROJECT ISSUES / RISKS



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A. Project Issues *List all issues identified, open, occurring, or closed within this reporting period.* Required for R&C Category 2
3 4

Issue Description	Status (Open/Closed)	Project Impact (H, M, L) and Description of Impact	Resolution Approach	Resolution Date	Owner

B. Project Risks *List all risks identified, open, occurring, or closed within the reporting period.* Required for R&C Category 2
3 4

Risk Description	Status (Open / Closed)	Project Impact (H, M, L) and Description of Impact	Mitigation/Response Strategy	Status	Owner



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4 - PROJECT SPEND PLAN

A. Expenditures – Planned vs. Actual Required for R&C Category 2
3 4
Provide planned and actual cost total for the current month and the fiscal year to date. Provide an explanation of significant variance.

Period	Planned Cost	Actual Cost	Explanation of Variance
<i><This reporting period></i>			
<i><Fiscal YTD></i>			

B. Identify Major Project Costs Required for R&C Category 2
3 4
Provide the planned expenditure, actual expenditure (if completed), status, and the business need for all significant project costs of interest to key project stakeholders. For hardware/software include the quantity of each type of equipment or licenses required. If completed, provide an explanation for any significant cost variance.

Description	Planned Expenditure	Actual Expenditure	Status <small>(C=Completed IP= In Progress F=Future)</small>	Business Need	Explanation of Cost Variance