

|  |
| --- |
| **<Project Name>**  Project Score Card (M136) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | **PlanView Number:** |  |
| **Project Sponsor:** |  | **Project Size:** |  |
| **Project Director:** |  | **Project Start Date:** |  |
| **Project Manager:** |  | **Project End Date:** |  |

| **Rollout**  **Date** | **Project Task** | **Contact** | **Status Count** | **Level** | **Milestone/Impacts/Issues/Comments** |
| --- | --- | --- | --- | --- | --- |
| *Fill in the project rollout date.* | *Fill in the project task(s).*  *Provide the name of the project phase.* | *Fill in the contact person for that specific task/phase.* | *For project issues and testing incidents, provide a total count of those “Reported.” Indicate the number of that total that are “Resolved” vs. still “Open.” Categorize them by Critical, Medium, or Low priority.*  *Provide the # of Phase deliverables and % completed.* | *Indicate the level of the status count:*  *Green (Good)*  *Yellow (Slipping)*  *Red (Critical)* | *List significant Milestones, Impacts, Issues, and /or Comment.*  *Delete this*  *instructional Row*  *from your final draft.* |
|  | Project Issues |  | Reported Resolved Open  Critical XXXX XX XX  Med XXXX XX XX  Low XXXX XX XX | Green |  |
|  | Testing Incidents |  | Reported Resolved Open  Critical XXXX XX XX  Med XXXX XX XX  Low XXXX XX XX | Green |  |
|  | Project Phase –  <Name of Phase> |  | # Deliverables XX  % Complete XXX% | Green |  |
|  | Project Phase –  <Name of Phase> |  | # Deliverables XX  % Complete XXX% | Green |  |
|  | Project Phase –  <Name of Phase> |  | # Deliverables XX  % Complete XXX% | Green |  |
|  | Project Phase –  <Name of Phase> |  | # Deliverables XX  % Complete XXX% | Green |  |

*Document Change Control is a fixed section of all project management document templates. This section tracks the revision history of the template and indicates the most current version in effect. Include this section, as is, in your final document as a separate, last page. Delete this instructional paragraph from your final draft.*

*Internal Use Only*

**Document Change Control**

**Project Score Card (M136)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Date** | **Revision Author** | **Description** |
| 1.0 | 05/18/08 | PSM-KS | Converted to .docx format; added new MAIS logo to header. |
| 1.0 | 05/19/08 | PSM-KS | Approved for use. |
| 1.1 | 8/27/10 | PSM-KS | Updated to include references to ITS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*This document is owned and maintained by ITS Process and Service Management, Project Support. Any changes to template format and content must adhere to departmental document management standards.*