***TO THE DOCUMENT OWNER:  This template is provided as a guideline and resource. The structure and instructions give detail about what might go into a completed document. Only you and your team, however, know what will best fit the needs of your specific effort, and you are encouraged to adapt the template as appropriate to meet those needs.***

Project Status Report

# Items for Management Attention

*This is a bulleted list of the main points that need to be made to the stakeholders, CSC, or executive sponsors.*

*Include or attach open/active issues that have been escalated to the stakeholders, CSC, or executive sponsors; only those issues that require a decision/guidance should be escalated to this level.*

# Major Accomplishments

1. *This could be a phase completed*
2. *This could be the resolution on a major impact issue*
3. *This could be a milestone accomplishment*

# Milestones and Deliverable Status

*Comment on larger tasks/milestones that were to be completed by this date but missed planned completion date including a note about impact, mitigation and new projected date*.

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Due Date | Status | Notes |
| *Milestone Name 1* | *MM-DD-YY* | *On schedule* |  |
| *Milestone Name 2* | *MM-DD-YY* | *Overdue* | *Late because flooding in basement, recovery plan in place. EC: MM-DD-YY* |
| *Milestone Name 3* | *MM-DD-YY* | *Ahead of schedule* | *Minimal impact to overall schedule. Reduces risk on Milestone Q* |
| *Milestone Name 4* | *MM-DD-YY* | *Complete* |  |

# Project Progress Metrics (as of mm/dd/yyyy)

*This data is to be pulled from Project Server using the ITS Project Status Template. This may require formatting the Excel spreadsheet so that everything fits on the page.*

*It is expected that phases and milestones be included in this chart. For larger projects, certain roll-up tasks may also be included. Phase data should be maintained for totals.*

**Budget Metrics**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Phase/Metric** | **Total Budget Hours** | **Budget to Date in Hours** | **EV** | **Actual Hours** | **ETC in Hours** | **EAC in Hours** | **VAC in hours and % of budget** | |
| Project Name | 993 | 0 | 0 | 206 | 645 | 851 | 142 | 14% |
| Propose Project | 40 | 40 | 40 | 18 | 0 | 18 | 22 | 55% |
| Plan Project | 48 | 48 | 48 | 21 | 0 | 21 | 27 | 57% |
| Design System | 80 | 80 | 80 | 36 | 0 | 36 | 44 | 55% |
| Build | 317 | 0 | 0 | 104 | 165 | 269 | 49 | 15% |
| Test | 279 | 0 | 0 | 1 | 279 | 279 | 0 | 0% |
| Deploy | 109 | 0 | 0 | 0 | 109 | 109 | 0 | 0% |

*Total Budget* -- Number of hours originally estimated

*Budget to Date* -- aka Planned Value: Number of hours budgeted for the tasks originally planned to be completed at this point in the project

*EV* -- Earned Value: Number of hours budgeted for the tasks actually completed to date

*Actual* -- Hours spent to date

*ETC* -- Estimate to Complete: Remaining Work

*EAC* -- Estimate at Completion: Actual + ETC

*VAC* -- Variant at Completion: Total Budget - EAC, expressed both in total hours and percentage of original budget

*+/- -- A variance with a positive value indicates the item is under budget, while a negative value indicates the item is over budget.*

**Schedule Metrics**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Phase/Metric** | **Baseline Start** | **Actual Start** | **Start Variance** | **Baseline Finish** | **Projected Finish Date** | **Actual Finish** | **Finish Variance** |
| Project Name | 11/2/12 | 11/26/12 | -14 | 8/5/13 | 8/13/13 |  | -8 |
| Propose Project | 11/2/12 | 11/26/12 | -14 | 11/28/12 | 1/2/13 | 1/2/13 | -18 |
| Plan Project | 11/28/12 | 11/28/12 | 0 | 1/9/13 | 2/22/13 | 2/22/13 | -31 |
| Design System | 12/2/12 | 1/2/13 | -11 | 2/12/13 | 3/12/13 | 3/12/13 | -20 |
| Build | 12/17/12 | 12/10/12 | 6 | 5/21/13 | 5/26/13 |  | -5 |
| Test | 3/4/13 | 3/4/13 | 0 | 6/26/13 | 7/10/13 |  | -8 |
| Deploy | 6/28/13 |  |  | 7/15/13 |  |  | -8 |

# Plans for Upcoming Period

1. *This could be a phase to complete*
2. *This could be the resolution on a major impact issue*
3. *This could be a milestone accomplishment*

# Additional Comments

None *or something special*