From:			
Meeting Date:	XX/XX/XX		
Meeting Time:	10:00 am – 12:00 pm		
Meeting Topic:			
Location:			
Attendees:			
Meeting Rec:			

- Attachments or information source

    o Current Project Repository
    o Results of recent QA reviews
    o Approval to Proceed forms, including applicable action items and results

- Meeting Agenda:

Review Project Dashboard

Status	
Number of Active Project on time and Budget	
Number of Projects More than 10% late	
Number of Projects Less than 10% late	
Total Number of Projects in Active Portfolio	
Number of Projects Completed in the past 30 days	
Number of Project Started in the past 30 days	
Number of Change Request submitted in the past 30 days	

Review of Key Red Status Projects:

Time	Project Name	PM
10:15 am		
10:30 am		
10:45 am		

Review of Key Yellow Status Projects:

Time	Project Name	PM
11:00 am		
11:15 am		

Review of Key Green Status Projects:

Time	Project Name	PM
11:30 am		
11:45		

Projects scheduled to complete in the next 30 days:

Project Name	Date

Projects scheduled to start in the next 30 days:

Project Name	Date

Instructions

The Monthly Project Review meeting should prioritize the projects to be reviewed, such that key projects of major concern are reviewed first.

Each Project Manager should be prepared to discuss the following items:

- o   An overview of the selected project's status

- o   Review the project's Cost, Scope, Schedule and Quality (CSSQ)

- o   Discuss any key issues or risks that need to be escalated (impact to schedule, budget or quality of deliverables)

- o   Comments regarding staffing/training or any problems areas (such as rotation, turnover, or resource constraints)

- o   Review recent results of any Quality Assurance Reviews.

- o   Review recent Approval to Proceed / Approval to Implement document to verify that appropriate approvals are being obtained as required.