**Monitoring and Controlling Template**

|  |  |  |
| --- | --- | --- |
| Project Title | Project Manager | Customer Name |
| <replace with your text> | <replace with your text> | <replace with your text> |

**A. Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk  Description | Likelihood  (L, M, H) | Impact  (L, M, H) | Responsible Person | Prevention/Mitigation Strategy |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |

*Key: L=Low, M=Medium, H=High*

**B. Gantt Chart**

<replace with your text>

**C1. Earned Value Analysis**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Team | EV | AC | PV | CV | CPI | SV | SPI |
| <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> |
|
| **Total** | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> | <replace> |
|

**C2. Earned Value Projections**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team | EAC | ETC | Est. Dur. | Est. Completion Date |
| <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> |
|
| <replace> | <replace> | <replace> | <replace> | <replace> |
|

**C3. Discussion of Earned Value Analysis and Projections**

<replace with your text>

**D1. Burndown Chart**

<replace with your text>

**D2. Discussion of Burndown Chart**

<replace with your text>

**E. Mitigation Plan**

<replace with your text>