Abstract

An interim update report detailing project progress in comparison to the initial project plan aims, objectives and project timeline.

Project Monitoring and controlling

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Contents

[Introduction 2](#_Toc506027600)

[Actual Values vs Project Plan 3](#_Toc506027601)

[Commitments vs Project Plan 4](#_Toc506027602)

[Risks vs Project Plan 5](#_Toc506027603)

[Management of Data vs Project Plan 6](#_Toc506027604)

[Stakeholder Involvement vs Project Plan 7](#_Toc506027605)

[Current Project Status Review 8](#_Toc506027606)

[Progress Review 8](#_Toc506027607)

[Performance Review 8](#_Toc506027608)

[Progress Issues 8](#_Toc506027609)

[Project Accomplishments 9](#_Toc506027610)

[Issues & Solutions 10](#_Toc506027611)

[Issues 10](#_Toc506027612)

[Solutions 10](#_Toc506027613)

# Introduction

To assess the current progress of the project against the initial assumptions and estimates made in the project plan, this Project Monitoring and Controlling report will look at the actual results to date compared to predicted progress.

Areas to be evaluated include, commitment to the project, associated risks, project management, stakeholder involvement, project progress and project accomplishments.

Where issues have been encountered the actions taken to address and correct the issues will be detailed.

# Actual Values vs Project Plan

*Monitor actual values of project planning parameters against the project plan.*

As it stands, this project is estimated to be 3 months behind the proposed schedule of the project plan.

The original project deliverables and their estimated delivery dates have been included in Appendix 1 & Appendix 2 of this report.

To this date the only deliverables that have been delivered on time are the project kick-off meeting and submission of associated project reports.

# Commitments vs Project Plan

*Monitor commitments against those identified in the project plan.*

# Risks vs Project Plan

*Monitor risks against those risks identified in the project plan.*

# Management of Data vs Project Plan

*Monitor the management of project data against the project plan.*

# Stakeholder Involvement vs Project Plan

*Monitor stakeholder involvement against the project plan.*

# Current Project Status Review

*Review the project’s progress, performance and issues.*

## Progress Review

## Performance Review

## Progress Issues

# Project Accomplishments

*Review the project’s accomplishments and results at selected milestones.*

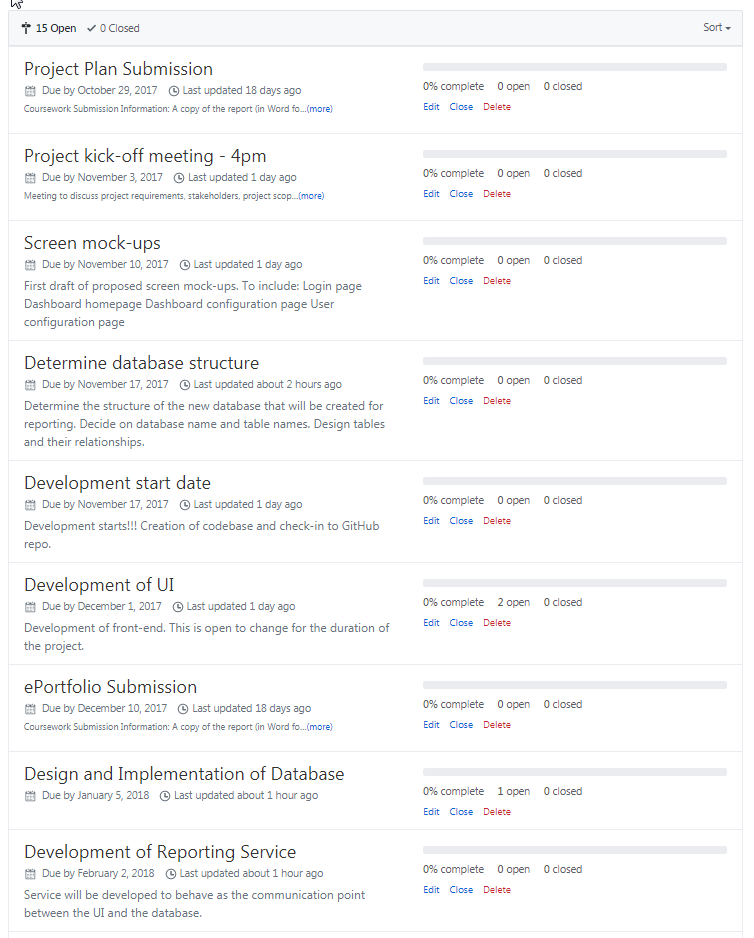
# Issues & Solutions

*Analyse issues and determine corrective actions to address them.*

## Issues

## Solutions

# Appendix



Appendix