***Information contained in table is for illustration purposes Instructions will be written in blue font***

**Project name**

**Reporting Period: [Date]**

**Prepared on:** [Date]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Number** | PRJ0000 | **Project Manager** | John |
| **Client** | All of Citizen Services | **Executive Sponsor** | Doe |
| **Sponsor** | Jane | **Project Status** | On Track |

|  |  |  |  |
| --- | --- | --- | --- |
| **Status Indicator Keys** | **On track** | **Minor Variance** | **Significant variance** |

# Project Update

*Use this section to provide major project update since your last status report*

* *E.g. Developed Project Wrap-up Plan.*
* *Held project wrap-up, transition to operations & records management discussions and activities*.

# Period Accomplishments

*Use this section to provide key accomplishments achieved during current reporting period*

* *E.g. Number of Deployments: 4*

# Planned Activities Next Period: [Dates]

*Use this section to provide major activities planned for next reporting period*

* *E.g. Oversee Periods planned deployments.*
* *Continue project wrap-up discussions and activities.*

|  |  |
| --- | --- |
| Scope | On Track |

*Explain reason for variance if scope is not on track*

|  |  |
| --- | --- |
| Cost/Effort | On Track |

*Explain reason for variance if cost/effort is not on track*

|  |  |
| --- | --- |
| Schedule | On Track |

*Explain reason for variance if schedule is not on trac*