















<Project Name>
Project Status Update

<Reporting Period>

<author>

<email address>

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1. General Project Information			
Project Name:	A short, descriptive and official project name.		
Project Manager:			
2. Status RAG (Red, Amber, Green)*			
	Time	Budget	Risks
Complete:			
Green:			
Amber:			
Red:			
3. Overall Status			
4. Progress and Achievements Since Last Reporting Period			
5. Time			
6. Budget			
7. Risks			

***RAG Status Guidelines**

	Time	Budget	Risks
Green:	Key milestones are met and critical path and delivery end date are <u>not</u> affected.	Cost variance is < 10% of lifetime cost.	No risk is reported Amber or Red.
Amber:	One or several key milestones cannot be met but critical path and delivery end date are <u>not</u> affected.	Cost variance is 10%-20% of lifetime cost.	At least one risk is reported as Amber and none is reported as Red.
Red:	One or several key milestones cannot be met. Critical path and delivery end date are affected.	Cost variance is >= 20% of lifetime cost.	At least one risk is reported as Red.