

**<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 not 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 not 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. |