

Sample Template

Sept 2022-Dec 2025

Report For: June 2025

Sponsor: xxxx

Business Lead(s): xxxx, yyyy, zzzzz

Project Manager: xxxx

Overall: G

Resources: G

Scope: 

Resources: G

Risk/Issues: G

Spend: G

Business Readiness: 

Benefits:  **G**

Priority Scorecard Objective	Business Value	RAG	Comment
XXXXXXXXXX	Xxxxxx	<div><div>G</div><ul style="list-style-type: none">XxxxxxXxxxxxxxxxxXxxxxxXxxxxxxxxxxxxxx</div>	
	Xxxxxx		
	xxxxxx		

Key Achievements

- [illegible]

Key Priorities

- [illegible]

Risk, issue & escalations

Escalation Point and Ask	Highlighted Risks and Issues	Score	Owner	Mitigation
xxxxxxx	Risk (-002 020 RI): xxxxxx	9	xxxxxx	xxxxxx
xxxxxxx	Risk (-002 038 RI): xxxxxx.	9	xxxxxxx	xxxxxxxx