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| 1)Executive Summary | | | | | | | | | | | | | | |
| Project Manager (incl. e-mail address) | | |  | | | | | | | | | | | |
| Name of person completing this report (incl. e-mail address) | | |  | | | | | | | | | | | |
| About report | | | Status Date | | | | | Sprint | | | Delivery Date | | | |
| Target | | | Actual |
|  | | | | |  | | |  | | |  |
| Project Status Schedule | | G |  | | | | | | | | | | | |
| Green = Launch On Schedule | | | | | Yellow =Tasks Behind Schedule | | | | | | | | Red = Critical Path Impact | |
| Project Status  Budget | | G |  | | | | | | | | | | | |
| Green = At or Under Budget | | | | | Yellow = Trending Over Budget | | | | | | | Red =EAC = Over Budget | | |
| Hours Budget | Actual Hours | | | ETC | | | EAC | | VAC | Comment | | | | |
|  |  | | |  | | |  | |  |  | | | | |
| Project Document Repository | | | | | |  | | | | | | | | |

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| 2) Key Schedule Milestone Tracking | | | | |
| Milestone | Target Date | Actual Date | Status | Comments |
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| 3) Project Issues and Risks (Change in Project) |

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| **Date Added** | **Issue or Risk** | Description | Status | Comment |
|  |  |  |  |  |
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| 4) Progress Planned for Next Sprint |

* [Bullet]
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* [Bullet]

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| PROJECT SUMMARY | | | |
| Overall Project Status |  | **On Track** | The project is well controlled. Some issues may have been identified, but effective actions are planned for solving them. |
|  | **Off Track** | The project has problems that require change in plans. Additional focus and management is essential to bring the project back under control. |
|  | At Risk | The project has serious problems. One or more key indicators are in At Risk status. |
|  | Not Started | Not started (and not scheduled to start) |
| Comments |  | | |

Please sign and submit this report to your Project Manager.

|  |  |  |
| --- | --- | --- |
|  |  | *(Signed)*  **NAME** |