



PROJECT SUMMARY

PROJECT TITLE: _____
PROJECT ID: _____
DATE: _____



PROJECT OVERVIEW

Project Description: _____

Project Goal: _____
Objectives:
• _____
• _____
• _____
Scope: _____



KEY DETAILS

Project Sponsor: _____
Project Manager: _____
Team Members:
• _____
• _____
• _____
Start Date: _____ End Date: _____
Project Duration: _____
Budget: _____
Priority: ☐ High ☐ Medium ☐ Low



PROJECT HIGHLIGHTS

What's going well? _____

Key Achievements _____

Progress to Date _____

Expected Outcomes _____



STATUS SUMMARY

STATUS AREA	CURRENT STATUS
Overall Status	
Schedule	
Budget	
Scope	
Quality	
Risks	
Resources	



MILESTONE SUMMARY

MILESTONE	TARGET DATE	STATUS	% COMPLETE	COMMENTS
1.		☐ Not Started	0%	
2.		☐ In Progress	50%	
3.		☐ Completed	100%	
4.		☐ On Hold	25%	
5.		☐ Not Started	0%	



BUDGET SUMMARY

CATEGORY	BUDGETED	ACTUAL	VARIANCE	STATUS
Planning	\$	\$	\$	
Design	\$	\$	\$	
Development	\$	\$	\$	
Testing	\$	\$	\$	
Implementation	\$	\$	\$	
Other	\$	\$	\$	
TOTAL	\$	\$	\$	



RISKS & ISSUES SUMMARY

RISK / ISSUE	IMPACT	STATUS	MITIGATION / ACTION PLAN
Risk / Issue 1	High		
Risk / Issue 2	Medium		
Risk / Issue 3	Low		
Issue 1	High		
Issue 2	Medium		



NEXT STEPS

ACTION ITEM	OWNER	DUE DATE
•		
•		
•		
•		



NOTES

★ PLAN TODAY, ACHIEVE TOMORROW! ★