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| **Title of Project:** | [Project Name] |  | **Prepared by:** | Leanne June Ploetz |

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| **Status Summary:** **Red** – Serious significant changes/issues • **Amber** – Potential changes/issues • **Green** – Proceeding well  - requires Project Board direction - Project Manager dealing with it - no issues to deal with**Overall percentage of project completed**: [nn]%

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Schedule** | **Budget** | **Scope** | **Quality** | **Risk** | **Overall Project** | **Explain Differences** |
| This Month | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** | [Comment why status has changed from last month to this month. e.g. what issue has arisen to change from **Green** to **Amber** or what action was taken to change from **Amber** to **Green**] |
| Last Month | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** |

 |
| *How are the* ***Amber*** *risks and issues being addressed?* | [Risk/Issue No.] [detail the corrective actions][Risk/Issue No.] [detail the corrective actions] |
| *How are the* ***Red*** *risks and issues being addressed?* | [Risk/Issue No.] Refer attached Issue Report[s]. |

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| **Products:** | **This Reporting Period:** | **Next Reporting Period:** |
| *[Product from* Project Plan*]* | Choose an item.[If product is behind schedule, specify issue number, and refer to corrective actions or Issue Report above. If on schedule, no further comment required.] | Choose an item.[If product will be behind schedule, specify issue number, and refer to corrective actions or Issue Report above. If will be on schedule, no further comment required.] |
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| **Budget Performance:**[Include the *Project Operating Summary – Financial Tracking by Month* report here. Instructions for your Management Accountant to provide you with this report can be found in the *Processes* section of the Project Management Framework web site.] |