# PROJECT MONTHLY STATUS REPORT

| | |
|---|---|
| **Project Name:** | |
| **Prepared by:** | |
| **Date (MM/DD/YYYY):** | |
| **Reporting Period:** | |

**Create links to referenced documents (e.g., Link_To_… ) by using *Insert ➔ Hyperlink* on your toolbar.**

## 1. Executive Summary

**Overall Status:**

| | Green [1] (Controlled) | Yellow [2] (Caution) | Red [3] (Critical) | *Reason for Deviation* |
|---|---|---|---|---|
| **Budget:** | [ ] | [ ] | [ ] | |
| **Schedule:** | [ ] | [ ] | [ ] | |
| **Scope:** | [ ] | [ ] | [ ] | |
| **Quality:** | [ ] | [ ] | [ ] | |

[1] *Project is within budget, scope and on schedule.*
[2] *Project has deviated slightly from the plan but should recover*

[3] *Project has fallen significantly behind schedule, is forecast to be significantly over budget, and/or has taken on tasks that are out of scope.*

| **Comments:** | |
|---|---|

## 2. Controls

**Issue Status** (Issues requiring resolution by Project Team or Executive Committee)**:**

**Link_To_Project_Issue_Log**

**Change Status** (Changes raised for consideration that change the approved project baselines. Would require approval by the Project Sponsor and possibly the Executive Committee)**:**

**Link_To_Project_Change_Request_Log**

**Risk Status** (Report on any change in priority or status of major project risks, and any risks discovered since earlier risk assessments along with proposed risk response)**:**

**Link_To_Risk_Response_Plan**

## 3. Budget Report

| Expense | Budget to Date | Actual to Date | Variance | Estimate to Complete | Budget Total Cost | Estimate at Completion |
|---|---|---|---|---|---|---|
| **Labor** | | | | | | |
| ▪ Internal IS | | | | | | |
| ▪ Internal Business | | | | | | |
| ▪ External | | | | | | |
| **Hardware** | | | | | | |
| **Software** | | | | | | |
| **Other** | | | | | | |
| **Total** (cost to production) | | | | | | |
| **Link:** | **Link_To_Cumulative_Cost_Curve** | | | | | |
| **Comments:** | | | | | | |

## 4. Scheduled Milestones / Deliverables

List any Project Milestones that are late as well as Milestones due in the next 4 to 6 weeks.

| Milestone | Approved Schedule | Actual | Current Forecast | Status |
|-----------|-------------------|--------|------------------|--------|
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## 5. Accomplishments / Plans

**Accomplishments during *this Reporting Period*** (Should relate to milestones)**:**

**Plans during the *next Reporting Period*** (Should relate to milestones)**:**

## 6. Project Definition

*This section is for reference. Provide the links indicated below.*

**Link_To_Project_Schedule**

**Link_To_Project_Budget**

**Link_To_Project_Scope_Statement**

## 7. Project Monthly Status Report / Signatures

| Project Name: | |
|---|---|
| Project Manager: | |

*I have reviewed the information contained in this* Project Monthly Status Report *and agree:*

| Name | Title | Signature | Date (MM/DD/YYYY) |
|---|---|---|---|
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*The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal* Project Monthly Status Report *document.*