Project Sponsor:		Project Manager:	
Status Report Period:	<date to date>	Current Project R&C Category:	
Start Date:		End Date:	

I - PROJECT STATUS OVERVIEW

A. Overview of project progress during reporting period:

B. SPI & CPI *(for R&C Category 4 and 3 Projects)*   *Provide SPI and CPI for Current + Last 3 Reporting Periods*

	Past Reporting Period	Past Reporting Period	Last Reporting Period	**Current Reporting Period**
Date				
Project Schedule Performance Index (SPI)				
Project Cost Performance Index (CPI)				
Explanation of SPI or CPI Variance / Trend				

C. Overall Status	Yes	No	Explain:
Is the project on schedule? If no, explain why and what corrective action(s) are planned to bring the project back on schedule			
Will the project complete on schedule?			
Is the project currently within budget? If no, explain why and what corrective action(s) are planned to bring the project back within budget?			
Will the project remain within budget?			
Were any scope changes proposed or approved during this reporting period?			Scope Detail found in Section 2D

Have any risks or issues impacted the project during the reporting period?			Issue Detail found in Section 3A
			Risk Detail found in Section 3B

2 – PROJECT PROGRESS

A. Project Milestones & Deliverables Accepted, in Progress or Planned for this Reporting Period

List major milestones and deliverables that are in progress, accepted, or scheduled for acceptance during this reporting period and the next. Also list major milestones and deliverables that occurred but were not scheduled during the reporting period. Identify the status of each line item and explain any actual or anticipated variance greater than 10% in planned vs. actual dates

Major Deliverable/Milestone & Description	Planned Start Date	Planned Acceptance Date	Actual Acceptance Date	Status / Variance Explanation / Comment	Current Period	Next Period
					<X>	
						<X>

B. Major Project Tasks & Activities Accepted, in Progress, or Scheduled for this Reporting Period

List the tasks and activities from the project's work breakdown structure that are in progress, accepted or scheduled for acceptance during this reporting period. Explain any actual or anticipated variance greater than 10% in planned vs. actual dates.

Task/Activity Item & Description	Planned Start Date	Planned Acceptance Date	Actual Acceptance Date	Status / Variance Explanation / Comment

C. Reports & System Interfaces Accepted, in Progress, or Scheduled this Reporting Period
List the reports and system interfaces that are in progress, accepted or scheduled for acceptance within this reporting period. Indicate whether each item meets federal, state, or local reporting requirements. Explain any actual or anticipated variance greater than 10% in planned vs. actual dates.

Report/System Interface & Description	Planned Start Date	Planned Acceptance Date	Actual Acceptance Date	Status / Variance Explanation / Comment

D. Scope Changes this Reporting Period
List any changes from the original project objectives and deliverables that impact the project schedule or budget. Items listed should be all scope changes identified during this reporting period, including those that may impact the project in later reporting periods

Scope Change Description	Cost Impact	Schedule Impact	Status / Variance Explanation / Comment

3 – PROJECT ISSUES / RISKS

A. Project Issues Open, Resolved, or Identified for this Reporting Period
List any problems requiring immediate resolution. List all open issues and those resolved within this reporting period, as well as issues identified during this reporting period (including those that may impact the project in later reporting periods).

Issue Description	Status (Open/ Closed)	Project Impact	Resolution Approach	Resolution Date	Owner

B. Project Risks Open, Resolved, or Identified for this Reporting Period
List any factors that may cause a failure to meet the project's objectives. Include all risks recurring within this reporting period, as well as all risks identified during this reporting period.

Risk Description	Probability of Occurrence	Risk Tolerance Level	Mitigation Strategy	Mitigation Status	Owner

4 - PROJECT SPEND PLAN

R&C Category 4 and 3 Projects update and attach the Excel project spending plan and complete this section for the current reporting period and planned for the next reporting period.

A. Identify Major Project Costs Incurred this Reporting Period

Expense Description	Budgeted Expenditure	Actual Expenditure	Explanation

Identify Major Project Costs Planned for Next Reporting Period

Expense Description	Budgeted Expenditure	Actual Expenditure	Explanation

B. Identify Planned Cost vs. Actual Cost
Specify planned project costs vs. actual project costs for the major categories:

1. Staffing

As applicable for your project, list the cost and number of all positions assigned to this project this reporting period and planned for the next reporting period

Staff Type	Number for Current Period	Cost for Current Period	Number for Next Period	Cost for Next Period
FTE				
OPS				
Contractor				

2. Deliverables

Provide a brief description for each deliverable incurred within this reporting period and planned for the next reporting period.

Deliverable Name	Description	Planned Cost	Actual Cost	Current Period	Next Period
				<X>	
					<X>

3. Major Project Tasks

Provide a brief description for each major project task incurred within this reporting period and planned for the next reporting period.

Deliverable Name	Description	Planned Cost	Actual Cost	Current Period	Next Period
				<X>	
					<X>

4. Purchases

Provide the business need for all significant items purchased as a part of this project during the current reporting period and planned for the next reporting period.
Identify the quantity of each type of equipment and the quantity of licenses acquired for each item of software.

Hardware	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	

COTS Software	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	

Miscellaneous Equipment	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	
Other Major Costs	Qty.	Business Need	Planned Cost	Actual Cost	Current Period	Next Period
					<X>	

5. Progress Payments

Discuss any payments made for partial deliverables or milestones this reporting period and planned for the next reporting period.

Item with Partial Payment	Budget To Date	Actual Cost To Date	Variance	Comments	Current Period	Next Period
					<X>	
					<X>	

5 - PROJECT SUMMARY

Provide concise background information regarding the project to a reader of this report who may not be familiar with the project. This information should be similar to what is in the approved project charter.

A. Project Scope Statement

B. Business Objectives

C. Benefits
Include Benefits to the State / Benefits to the Agency / Benefits to the Public