

PROJECT STATUS REPORT

Template T-20 · Chapter 11: Communication Management · radimkaufmann.com

Project		PM
---------	--	----

OVERALL PROJECT STATUS

Reporting Period	Report Date	Next Report

OVERALL	SCOPE	SCHEDULE	BUDGET
● GREEN	● GREEN	● AMBER	● GREEN

EXECUTIVE SUMMARY

Key highlights this period (2-3 sentences for executive audience):

KPI DASHBOARD

KPI	Target	Actual	Variance
Schedule Performance Index (SPI)	≥ 1.0	0.98	-0.02
Cost Performance Index (CPI)	≥ 1.0	1.02	+0.02
% Milestones On Time	100%	91%	-9%
Open Issues (Critical)	0	2	+2
Open Risks (High/Critical)	≤ 3	4	+1
% Deliverables Accepted	On track	72%	-28%
Team Utilization	80-100%	87%	+7%
Change Requests Pending	0	1	+1

SCHEDULE HIGHLIGHTS

Milestone	Planned	Forecast
Project Kick-off	01/01/26	01/01/26
Planning Complete	28/02/26	28/02/26
Design Approved	15/03/26	17/03/26
Development Start	01/04/26	01/04/26
UAT Start	01/06/26	03/06/26
PAC / Acceptance	30/06/26	30/06/26

TOP ISSUES & RISKS THIS PERIOD

ID	Description	Impact
I-01	Customer UAT team not confirmed — risk to June acceptance	High
R-04	ERP integration complexity higher than estimated	High
I-02	License procurement delayed 2 weeks	Medium
R-02	Key developer sick W13 — backup needed	High

BUDGET SNAPSHOT

Approved Budget	Spent to Date	Remaining
\$267,000	\$89,000	\$178,000

NEXT STEPS (coming 2 weeks)

Action	Owner

	Report #
	Phase
QUALITY	RISK
● GREEN	● AMBER

ance	Trend	Status
.02	→	AMBER
.02	↑	GREEN
%	↓	AMBER
2	→	RED
1	↓	AMBER
	↑	GREEN
%	→	GREEN
L	→	AMBER

Status	Comment
DONE	On time
DONE	On time
DONE	2 days late
IN PROGRESS	On track
FORECAST	2 days slip
PLANNED	

Owner	Status
PM	Escalated
Architect	Mitigating
PM	In Progress
PM	Open

	% Spent
	33.3%

Due	Priority
	H / M / L
	H / M / L
	H / M / L
	H / M / L

G: Green=On Track Amber=At Risk Red=Off Track