

<Project name>

<date> <owner>

Executive summary

- ▶ Executive Summary on <date> for <Project>:
- ▶ <Insert Details here>

Financials

	Budget	To Date (issued)	To Date (charged)	ETC
Revenue	xxx EUR	xxx EUR	xxx EUR	xxx EUR
Cost of Sales	xxx EUR	xxx EUR	xxx EUR	xxx EUR
Mgmt Reserve	xxx EUR	xxx EUR	xxx EUR	xxx EUR
Margin	xxx EUR	xxx EUR	xxx EUR	xxx EUR
Margin (%)	xxx %	xxx %	xxx %	xxx %

All amounts are specified in EUR
ETC: Estimate to Complete

Effort

	Budget/Pla	To Date	ETC
Milestone/Phase	xxx md	xxx md	xxx md
Milestone/Phase	xxx md	xxx md	xxx md
Milestone/Phase	xxx md	xxx md	xxx md
Total	xxx md	xxx md	xxx md
Delta (md)			

Schedule

Milestone	Planned Date	Estimated Date	Deviation	Achieved (formally)
M1	<originally planned>	<planned>	<weeks/months>	yes /no
M2				
M3				
M4				
M5				
Closure				
Support				

Actions / decisions

Action/Task	Owner	Due Date	Status	Remarks

Risks

- ▶ Describe relevant tasks/actions taken in the past period to mitigate the project risks. Make sure you details the residual impact of the original risk.
- ▶ Present new risks raised on project and the mitigation plan.

Quality

- ▶ Describe high level the steps take in the past period on the project in order to assure the quality standards described in you quality plan. Make sure also to detail the impact across the project (pros and cons)