







# **APPENDIX R**

## **PGC STATUS REPORT TEMPLATE**

## Project Governance Committee Status Report <Project Name>

**Report Period:** 12/01/2013 – 12/30/2013

*<Blue text is for instructional purposes. Delete and set text color to black (or use Normal Style) >*

Project Overview		
	Status*	Comments
Schedule		<i>&lt;include SPI if calculated&gt;</i>
Budget		<i>&lt;include CPI if calculated&gt;</i>
Issues/Risks		
Scope		
Quality		
Organizational Readiness		

*\* Green=Going well, Yellow= May need management attention, Red=Needs immediate attention*

Summary of Accomplishments This Reporting Period
<i>&lt;High-level summary of accomplishments. Focus on those areas of interest to the Governance Committee&gt;</i>

Deliverable and Milestone Summary					
Deliverable Name	Baseline Completion Date	Current Estimated Completion Date	Actual Completion Date	Actual Acceptance	Variance/ Comments
<i>&lt;If project has a small number of deliverables then all should be listed. Otherwise a view of at least 2 months in the past and future should be presented&gt;</i>					<i>&lt;required if any variance in completion or approval dates&gt;</i>

### EVM Trends

*<Insert graphical representation of EVM since start of project. If EVM is not be captured for this project, delete this section of the report.>*

### Project Budget Summary

*<The format for this section of the report should be determined at the beginning of the project. It cannot be standardized as the available information related to budget varies from project to project>*

### Most Critical Issues

Issue Description	Date Issue Logged	Issue Status
<i>&lt;This section should list the top issues that the Governance Committee should be aware of. These are not necessarily items that require decisions from this committee but items that they should be aware of&gt;</i>		

### Most Critical Risks

Risk Description	Risk Probability (10-High, 1-Low)	Risk Impact (10-High, 1-Low)	Risk Status

### Approved Change Request Summary

No.	Change Description	Approved by

**Approved Change Request Summary**

No.	Change Description	Approved by
	<i>&lt;High-level summary of change request&gt;</i>	<i>&lt;Typically PEMT or PGC&gt;</i>

**Activities Planned for Next Period**

*<High-level summary of activities planned for the next month. Focus on those areas of interest to the Governance Committee>*

SAMPLE