**Milestone Report**

Project:

Date of Milestone meeting/discussion:

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables due** | **Due date** | **R/A/G\*** | **Action to take to bring deliverable or task back on schedule** |
|  |  |  |  |

\* **R** = Red flags [off plan - describe in detail: quality, cost, time]

 **A** = Amber [is almost off schedule or will definitely be off schedule NOTE: you may need to agree the precise definition before use]

  **G** = Green flags [to plan or better - show savings]

**Variation Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity name /No.** | **Description** | **Date to be delivered** | **Revised est.****Q/C/T** | **Reason for delay.****Q/C/T? Explain** | **Effect on project** |
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Signed: Project Sponsor

 Project Manager

 Date

**Actual V Planned**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Planned Time** | **Actual Time** | **Difference** | **Planned****Cost** | **Actual****Cost** | **Difference** |
|  |  |  |  |  |  |  |

**Project Reporting Form**

|  |  |
| --- | --- |
| **Project Title:** | Number: |
| Project Sponsor:  | Project Manager:  |

|  |  |
| --- | --- |
| **Progress Report** | Report No. |

|  |
| --- |
| **RAG Status\*: RED / AMBER / GREEN** |
|  |  |  |  |  |  |  |  |
| **Headlines** |
|  |  |  |  |  |  |  |  |
| **Tasks, Milestones, Outcomes delivered this period** | Completion dates |
| Tasks, Milestones, Outcomes | Comments | Plan | Actual |
|  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **Major Risks and Issues** Include an assessment of the impact and any actions taken |
|  |  |  |  |  |  |  |  |
| **Recommendations and Requests for Decisions or Support** |
|  |  |  |  |  |  |  |  |
| **Tasks, Milestones, Outcomes scheduled for next period** | Completion dates |
| Tasks, Milestones, Outcomes | Comments | Plan | Forecast |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| \* RED | *"Major concern - escalate to the next level"* Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements  |
| AMBER | *"Minor concern – being actively managed”* Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place. |
| GREEN | *"Normal level of attention"* No material slippage. No additional attention needed |

|  |
| --- |
| **Highlight/Progress Report** |
| **Project Name:** | PROJECT NAME |  |  |  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Reporting Period:** |   | **Project Manager:** |   | **Project Sponsor:** |   |
| **Prepared by:** |   | **Date Prepared:** |   | **RAG Status**  | R | **Project Phase:** | 0 |
|  |  |   |
| **Project Description:** |   | **Project End Date:** | dd/mm/yyyy |
| **Key Deliverables Completed this period** | **Key Deliverables Outstanding this period** | **Key Deliverables for next reporting period** |
|  |   | **Delivery Date** |  | **Delivery Date** |
|  |
|   |   |   |   |   |
|   |   |   |   |   |
| **Risk Management** | **Issue Management** | **Change Management** |
|  |
| **Log No** | **Risk** | **Action/Status** | **Log No** | **Issue** | **Action/Status** | **Req No** | **Details** | **Approved** |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| **Financial Statement** |
| **Capital** | **Revenue** | **External** |
| **Source** | **Budget** | **Actual** | **Remaining** | **Forecast** | **Source** | **Budget** | **Actual** | **Remaining** | **Forecast** | **Source** | **Budget** | **Actual** | **Remaining** | **Forecast** |
|   |   |   | 0 |   |   |   |   | 0 |   |   |   |   | 0 |   |