**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 | | | | | | | | |
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| **Recommendations and Requests for Decisions or Support** | | | | | | | | |
|  | |  |  |  |  |  |  |  |
| **Tasks, Milestones, Outcomes scheduled for next period** | | | | | | | Completion dates | |
| Tasks, Milestones, Outcomes | | | | Comments | | | Plan | Forecast |
|  | | | |  | | |  |  |
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| \* 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 | | | | | | | |

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| **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** |
|  | | | | | | | | | | | | | | |
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| **Risk Management** | | | | | **Issue Management** | | | | | **Change Management** | | | | |
|  | | | | | | | | | | | | | | |
| **Log No** | **Risk** | | **Action/Status** | | **Log No** | **Issue** | | **Action/Status** | | **Req No** | **Details** | | | **Approved** |
|  |  | |  | |  |  | |  | |  |  | | |  |
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| **Financial Statement** | | | | | | | | | | | | | | |
| **Capital** | | | | | **Revenue** | | | | | **External** | | | | |
| **Source** | **Budget** | **Actual** | **Remaining** | **Forecast** | **Source** | **Budget** | **Actual** | **Remaining** | **Forecast** | **Source** | **Budget** | **Actual** | **Remaining** | **Forecast** |
|  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 |  |