



[Project Name]

[Project Phase or Additional Description]

Project Review Committee Update – [Date]

[Insert Agency logo here]

General Information	Project Status	Management Alerts
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Project Goals:

- [List project goals as defined in the Project Charter]

Project Scope:

➤ [For each phase of project:]

- [List in bullet form the key activities or deliverables that define the scope of the project]

Participating Teams:

[List agency divisions, business units, or any other State organization playing a role in the project]

Schedule Status: [short status] **Budget Status:** [short status] **Target Delivery:** [date]

[Be sure to modify colors of boxes based on legend below]

Accomplishments Since Last Update:

- [List]

Activities In Progress:

- [List]

For discussion:

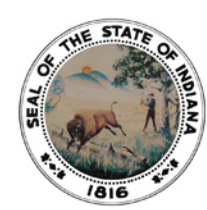
- [Describe any issues that should be highlighted or discussed during the Project Review]

Risks / Mitigation Strategies:

- [Describe any significant project risks and associated mitigation strategies]

Legend:

	On Target
	In Danger of Slipping
	Delayed; At Risk

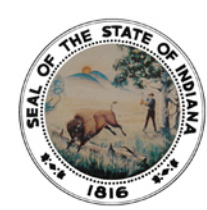


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Summary Schedule

[This page should provide a summary view of the actual project schedule. A tracking view should be used so that actual progress against the plan can be shown.]

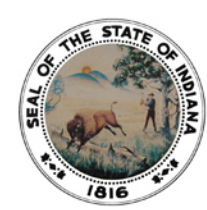


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Budget Update

[This page should provide a summary view of the project budget. Include budget data to cover at least the past six months (projected and actual) and future six months (projected), if possible. Also include Year-To-Date or Inception-To-Date Budget and Actual figures, as well as Total Allocated and Total Remaining Budget for each contract or major expenditure.]



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[Title]

[This page is optional. Use it to include any additional information you would like to provide or discuss with the review committee.]