

PROJECT DESCRIPTION

<FULL PROJECT NAME>

Provide purpose of the project, overall goals and objectives, and final deliverables (1 – 2 paragraphs).

Overall Health	Executive Sponsor	Business Owner	Project Manager

Project Health Legend

- *Green – Project on track for meeting scheduled delivery date and cost OR project is in early discovery phase and release date and cost has not been established*
- *Yellow – Project delivery date has been established and is at risk or may exceed allotted funding*
- *Red – Project has missed the interim milestone and/or has run out of funding and needs remediation (establish new date and/or get additional funding)*

PROJECT HEALTH COMMENTS

Provide a short summary of the status of the overall project or program, what is going well, areas that may need improvement, and information on the project schedule, cost, and upcoming milestones.

PROJECT ACTIVITIES COMPLETED THIS REPORTING PERIOD

Provide an overview of the work that was performed during the report period and any milestones or deliverables met.

Activity	Date Completed	Status/Notes
<Enter each task completed for the given period. Add additional rows as necessary.>		

UPCOMING WORK

Provide an overview of the work being performed during the next week and any milestones or deliverables that are expected to be met.

#	Description	Due Date
	Enter each task planned for the next week. Add additional rows as necessary.	Date task/activity/deliverables due to client

KEY RISKS

List open, high priority risks identified for the project. This information should be extracted from the Risk Log. Add additional rows as necessary or embed Project Risk Log and remove this table.

No.	Description	Date Reported	Priority	Impact	Action/ Resolution	Date Closed
	Enter each risk	Date risk was reported	Material or Non-Material	Potential impact on project	Actions to resolve or mitigate the risk	Date risk was no longer a factor

ISSUES

List open issues identified for the project. This information should be extracted from the Issue Log. Add additional rows as necessary or embed Project Issue Log and remove this table.

No.	Description	Date Reported	Priority	Impact	Action/ Resolution	Status	Date Closed
	Enter each issue	Date issue was reported	Material or Non-Material	Potential impact on project	Actions to resolve or mitigate the issue	Issue Status	Date issue was remedied

No.	Description	Date Reported	Priority	Impact	Action/ Resolution	Status	Date Closed

SUPPORTING ATTACHMENTS

Provide a list of references to any supporting attachments