Monthly Project Status Summary

Time Period for Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High Risk: At risk, with high risk of going off track and not meeting goals

Report due: 3rd Friday of every month At Risk: Milestones missed, but date/goals intact – issues to manage & be aware of

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On track

| Project Title | Financial Status | Risk Status | | | | Milestones | Milestones  Next 30 Days | Issues to bring forward | Action Required |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk (colour & brief explanation) | Probability  High/Med/Low | Impact  High/Med/Low | Mitigation Strategy |
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