**Project Dashboard**

*Remove instructions shown in blue italic font when completing this template*

*Try to capture information within 2 pages maximum*

*Create your own dashboard categories appropriate to the project. Shade each category with the appropriate colour code. For yellow and red categories, briefly describe the issue as shown below*

*(green = ok, yellow=emerging issues, red = major problem)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Build | Move | IT | Clinic Ops | Business | Communications | Staffing |
|  |  | <describe emerging issue> |   |  |  |  <describe emerging issue> |

**Accomplished Since the Last Report:**

* Use bullets to summarize major accomplishments/completed items

**Planned for the Next Report:**

* Use bullets to summarize work to be done in the next period

**Active Issues**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Date Logged** | **Assigned To:** | **Status** |
| e.g. any risk coming to fruition |  |  |  |
| e.g. anything that behind schedule, over budget or causing scope creep |  |  |  |
|  |  |  |  |

**Decisions Required Next Period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Decision** | **Date Needed** | **Decision By** | **Status** |
|  |  |  |  |
|  |  |  |  |