Project Progress Report

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title | [type the project title here] | | |
| Project Manager |  | | |
| Project Start Date | e.g. 01-01-2013 | Target End Date | e.g. 12-03-2013 |
| Report Period | **yyyy-mm** | Report Date | dd-mm-yyyy |

## I Project Progress Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Project Sponsors | Actual % Completed  (AC%) | Planned % Completed  (PC%) | **SPI: Schedule Performance Index[[1]](#footnote-1) = AC% / PC%** |
| e.g. OCIO + HR | e.g. 70% | e.g. 80% | **e.g. 0.88** |
| Approved  Person-months (AM) | Utilized  Person-months (UM) | Estimated Person-months to complete  (EMTC) | **MPI: Manpower Performance Index  = AM / (UM+EMTC)** |
| e.g. 4 | e.g. 2.5 | e.g. 2 | **e.g. 0.89** |
| Approved Budget (millions) (AB) | Utilized Budget (millions) (UB) | Estimated Budget to complete (EBTC) | **BPI: Budget Performance Index**  **= AB / (UB+EBTC)** |
| e.g. 1.5 | e.g. 0.7 | e.g. 0.5 | **e.g. 1.25** |
| Estimation Remarks[[2]](#footnote-2) |  | | |
| Key Issues or Challenges |  | | |

## II Status Summary

|  |  |  |
| --- | --- | --- |
| Project Status Questions | YES with Explanation | NO |
| 1. Have the **deliverables/objectives** changed or Is a deliverable/milestone about to be missed? |  | ✓ |
| 2. Has the **scope** changed or is it about to be impacted? |  | ✓ |
| 3. Has the estimated **schedule** changed? |  | ✓ |
| 4. Have the estimated **costs/budget** changed? |  | ✓ |
| 5. Is the **quality** of the deliverables being affected? |  | ✓ |
| 6. Are there **resourcing/contract** problems? |  | ✓ |
| 7. Are there **sponsorship/stakeholder** issues? |  | ✓ |
| 8. Are there any **customer satisfaction** issues or will the benefits not be realized? |  | ✓ |
| 9. Are there **productivity** problems affecting the team's ability to perform the work? |  | ✓ |
| 10. Are there new **risks** or other major issues? |  | ✓ |

## III Progress of Major Activities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Milestones/Releases  - Major Activities | Completion Dates | | | (Share %) | Current Status |
| Planned | Revised | Actual | **70%** |
| (e.g.) Release 1 | In 2013 |  |  | ***60%*** |  |
| * Development | 4/30 |  | 4/28 | 40% | Complete |
| * System Test & UAT | 6/30 |  | 7/23 | 20% | Complete |
| Release 2 |  |  |  | *40%* |  |
| * Development | ~~9/30~~ | 10/15 |  | 30% | Progress (**10%**) |
| * System Test & UAT | 11/30 |  |  | 10% |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## IV Activity & Manpower Summary

|  |  |
| --- | --- |
| Accomplished Activities in the reporting period | Utilized Person-months |
|  |  |
| Utilized Person-months  Of this period: |  |
| Upcoming Activities for the next reporting period | Estimated Person-months |
|  |  |
| Estimated Person-months  Of the next period: |  |

## V Budget & Cost Summary

|  |  |
| --- | --- |
| Accomplished Costs in the reporting period | Utilized Budget |
|  |  |
| Utilized Budget  Of this period: |  |
| Upcoming Costs for the next reporting period | Estimated Budget |
|  |  |
| Estimated Budget  Of the next period: |  |

1. For the performance index, if it is just one, the performance is the same as the plan. If it is more than one, the performance is better than the plan. If it is less than one, the performance is poorer than the plan. [↑](#footnote-ref-1)
2. If the estimation is different from the approved amount, please explain how the estimation to complete is calculated. [↑](#footnote-ref-2)