|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information** | | | | | | | | |
| **Date PSR Issued:** | dd/mm/yyyy | **Reporting Period:** | | dd/mm/yyyy – dd/mm/yyyy | | **Overall RAG Status:** | RED / AMBER / GREEN | |
| Project Phase: | BUSINESS CASE / ANALYSIS / DESIGN / BUILD / TEST / IMPLEMENT / CLOSE | | | | | | Current Plan Version: |  |
| Total Significant Risks |  | | Total Significant Issues | |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current Phase End Dates** | | | Go Live Dates | | |
| **Original** | **Last Period** | **This Period** | **Original** | **Last Period** | This Period |
| dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy |

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| **Management Summary** |
| Progress Achieved this Reporting Period: |
|  |
| Progress Planned for Next Reporting Period: |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Milestones** | | | | | |
| **Milestone description (with variance explanation)** | Completion Date | | | |
| **Original** | **Last Period** | **This Period** | Actual |
|  | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy |

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| --- | --- | --- | --- | --- | --- | --- |
| **Key Project Risks** | | | | | | |
| **Ref** | **Risk Description** | **Likelihood**  **(H,M,L)** | **Impact**  **(H,M,L)** | **Mitigating Actions** | **Owner** | Review Date |
|  |  |  |  |  |  |  |

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| **Key Project Issues** | | | | |
| **Ref** | **Issue Description** | **Action** | **Owner** | Review Date |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Key Project Dependencies** | | | | | | |
| **Ref** | **Dependency Description** | **Dependency on** | **Dependency to** | **Owner** | **Review Date** | Status |
|  |  |  |  |  |  |  |

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| **Change Requests** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CR No** | **Date Raised** | **Description** | **Priority** | **Impact** | | | **Status** |
| **Summary of impact** | **Time** | **Cost** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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| **Budget** |

|  | | | | **Movement in Forecast** | |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Baseline** | **Current Forecast** | **Change** | **This Period** | **Last Period** |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **Comments:** | | | | | |

***Guidance***

*This is a comprehensive report and may be too complex for what you want. You can include as much or as little as you want in this report. If you want to chop out sections for smaller or less complex projects, that’s OK*

*As you might imagine, the full report can take some compiling! Project Management Software makes this a lot easier and many packages, once you’ve set up templates will produce reports at the click of a mouse*