Project Status Form

General Information			
Project Name			**Date**
Sponsoring Agency			
Contact	Phone	Email	Employer
Project Manager	Phone	Email	Employer

Project Start Date	mm/dd/yyyy	**Project End Date**	mm/dd/yyyy	Revised End Date	mm/dd/yyyy

Key Questions		Explanation (if Yes)
1. Has the project scope of work changed?	☐ Yes ☐ No	
2. Will upcoming target dates be missed?	☐ Yes ☐ No	
3. Does the project team have resource constraints?	☐ Yes ☐ No	
4. Are there problems or concerns that require stakeholder or top management attention?	☐ Yes ☐ No	

Summary Project Status

Any item classified as red or yellow requires an explanation in the Status box that follow this section. Additional priority items can be added to the list for status reporting.

Select one color in each of the Reporting Period columns to indicate your best assessment of:	Last Reporting Period [MM/DD/YYYY]			This Reporting Period [MM/DD/YYYY]		
1. Overall Project Status	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
2. Schedule	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
3. Budget (capital, overall project hours)	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
4. Scope	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
5. Quality	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green

Color Legend

🟥	*Project has significant risk to baseline cost, schedule, or deliverables. Requires immediate escalation and management involvement.*
🟨	*Project has a current or potential risk to baseline cost, schedule, or deliverables. PM will manage based on risk mitigation planning.*
🟩	*Project has no significant risk to baseline cost, schedule, or project deliverables.*

Monthly Status Summary
Provide a summary of the project status since the last reporting period. (This summary will become part of the monthly NITC Dashboard.)

Significant Milestones (Met, Not Met, Scheduled)						
Milestone	Met	Not Met	Sche-duled	Original Date	Actual Date	Impact (if late)
	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			
	☐	☐	☐			

Project Issues (For example, if a Milestone shown above late, what is the planned recovery?)				
Description	**Impact on Project - (H,M,L)**	**Date Resolution is Needed**	**Issue Resolution Assigned to**	**Date Resolved**

Impact: **H=High -** major impact on time, scope, cost. Issue must be resolved.   **M= Medium**- impact will moderately effect time, scope, cost. **L=Low**- Issue will not impact project delivery

Project Risks			
Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party

Comparison of Budgeted to Actual Expenditures
Use a chart like the following to show actual expenditures compared to planned levels. Break the costs into other categories as appropriate.

Fiscal Year [YYYY]

Budget Item	Actual Costs to Date	Estimate to Complete	Total Estimated Costs	Total Planned Budget
Salaries				
Contract Services				
Hardware				
Software				
Training				
Other Expenditures*				
Total Costs				

Other Expenditures include supplies, materials, etc.

Additional Comments / Concerns