



High-Profile Information Technology Project Status Report

Department: _____

Project Name: _____

Business Sponsor: _____

Date of Report: _____

Reporting for Quarter: _____

Project Start Date: _____

Planned Implementation Date: _____

Estimated Project Cost: _____

Amount Provided Through Master Lease: _____

Project Description – Enter a brief description of the project, including the business case for it and its major deliverables.

Project Funding – Please describe all sources of funding for the project, which should add up to the estimated project cost cited above.

Project Status – Determine the status for the Schedule and Budget categories below based on the guidelines on the right and described in more detail on page 2 of this document.

Insert an X in the column that best describes the status of the category. Add comments for that category as needed.

Additional comments are not required if the status is Green, but if a category has a status of Yellow or Red, describe the issues or problems and what actions the agency is taking to address them.

STATUS COLOR INDICATORS	
Green	On target as planned
Yellow	Encountering issues (e.g., Schedule or Budget over by 10% to 25%)
Red	Encountering problems (e.g., Schedule or Budget over by 25% or more)

Project Status Categories

	Green	Yellow	Red
Schedule Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize Any Completed Major Tasks or Project Phases:

Summarize Any Significant Project Changes Affecting Schedule, Budget or Scope:

For each change, describe what the change involved, when it was approved, and the reasons behind the approved change.

Additional Comments or Issues (optional):

If you have any additional overall status comments about the project (e.g., project news, accomplishments, emerging challenges or risks that could affect the project), please provide them here.

Project Status Category Guidelines

Schedule Status

Green – Indicates that the project or phase is on track for the targeted implementation date.

Yellow – Indicates that the project or phase may be falling behind and analysis needs to be done to determine if the project can recover and still achieve the targeted implementation date, or if adjustments must be made to that date.

Red – Indicates that the project or critical tasks have fallen behind schedule, and corrective action must be taken to still achieve the targeted implementation date or that date must be changed.

Budget Status

Green – Currently on target with project budget.

Yellow – Project is over budget by 10 to 25%.

Red – Project is over budget by 25% or more.