# Executing, Monitoring & Controlling

## [Project Name]

##### Start: [Date]

##### Projected End: [Date]

### Section 1. Kickoff

Ensure key stakeholders are familiar with the project plan by reviewing the following:

Project goals and objectives

Project budget and schedule

Project team roles and responsibilities, and collaboration methods/tools

Critical success factors and deliverables acceptance criteria

Risk and issue management processes

Project communication strategy

Change control processes

### Section 2. Status Reporting

#### Summary

Enter a high-level summary of the status of the project.

#### Project Dashboard

|  |  |  |  |
| --- | --- | --- | --- |
| Status Key | Green = On Track | Yellow = Off Track | Red = Problem |

| Schedule | Budget | Scope | Quality | Overall |
| --- | --- | --- | --- | --- |
| Status note | Status note | Status note | Status note | Status note |
| Choose a status | Choose a status | Choose a status | Choose a status | Choose a status |

Enter an optional one or two word status note. Color code to match the status on the next line. Example: Under Budget the note could say ‘Revised’. Under Overall the note could say “Good Progress”

Enter the overall status for the topic – use the key and color name and shading above. Example: If project is on budget, change ‘Status’ to the word ‘Green’ and highlight with green.

#### Cost

| Project Item | Report to Date |
| --- | --- |
| Initial  Estimated Project Cost |  |
| Last Reported  Estimated Project Cost |  |
| Current  Estimated Project Cost |  |
| Explanation of Variance  between Last Reported and  Current Project Cost |  |
| Project Cost to Date (Fiscal)  Project Cost to Date (Total) |  |
| Description of  Cost Tracking Mechanism |  |

#### Schedule

| Project Item | Report to Date |
| --- | --- |
| Initial Planned  Project Start and Finish Dates mm/dd/yy |  |
| Last Reported  Project Start and Finish Dates mm/dd/yy |  |
| Current Estimated  Project Start and Finish Dates mm/dd/yy |  |
| Explanation of Variance  between Last Reported and Current Start and Finish Dates |  |
| Estimated Percentage of  Project Complete |  |
| Description of Method  Used to Track Progress |  |
| Description of Reporting Mechanism Used to Ensure that Project Participants and Management are Aware of the Project’s Progress |  |

#### Accomplishments

|  |  |
| --- | --- |
| Project Item | Report to Date |
| Accomplishments Achieved During this Reporting Period |  |
| Accomplishments Planned for Next Reporting Period |  |

#### Project Changes

Provide any background information that may be needed to clarify the project change information provided in this section. Describe major project changes (e.g., scope, budget, system requirements, or technology) that occurred during this reporting period. Describe actions for managing the project changes.

|  |  |
| --- | --- |
| Project Changes Background Information | |
|  | |
| Change Description | **Actions for Managing the Change** |
|  |  |
|  |  |
|  |  |

### Section 3. Communication and Stakeholder Engagement

#### Communication Register

Use the communications register to manage project communications and stakeholder engagement.

| Communication Register | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Agency/ Organization Name | |  | | | Version Number |  |
| Project Name | |  | | | Revision Date |  |
| What? | **Who?** | | **When?** | **How?** | | |
| Information Requirement Description/ Title | Provider/ Stakeholder | Recipient/ Stakeholder | Timeframe/ Frequency/ Trigger | Format | Medium/ Distribution Method | Storage/ Disposition Method |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

#### Review and Update

Issues Log

Risk Register

Action Items

### Section 4. Deployment and Deliverables Signoff

#### Deployment Plan

A deployment plan is required for level 3 and 4 projects.

| Implementation Activity | Resource Assigned | Date Due | Dependencies | Status | Comments |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Choose a status** |  |
|  |  |  |  | **Choose a status** |  |
|  |  |  |  | **Choose a status** |  |

#### Project Deliverable Signoff

For each project deliverable, obtain signoff below.

| Deliverable | Signoff/Acceptance | Notes |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |