Instructions (***delete prior to submitting report***):

* Limit report length to ***2 pages or less***; any additional information may be provided in an appendix if necessary.

Information in this report must align with the Project Assessment report, Project Variance report, and most recent independent QA report. Any lack of alignment between reports must be explained.

|  |
| --- |
|  |
| **Project Name**[Enter project name and abbreviation] | **Project Description** [Summarize purpose of the project in 255 characters or less] |
| **Project Sponsor**[Name] | **Project Manager**[Name] **Program Manager**[Name] | **QA Contractor**[Name]**Last QA Report**[Month, year] | **EIS Oversight Analyst**[Name] | **Development Contractor**[Name] |
| **Start Date**[Month, year]**Stage Gate 3 Endorsement**[Month, year]**Est. Completion Date**[Month, year]*See* ***Re-baseline History*** *for additional details*. | **Total Budget**\*$[enter dollar amount] **Funds Expended to Date**$[enter dollar amount] (as of MM/DD/YYYY)**Source of Funds**State: $[enter dollar amount]Federal: $[enter dollar amount]*\*Total budget is defined as the sum of development costs (including contract services), software/hardware costs, agency staff costs (including S&S), and other costs.* | **Top Risks**1. [Summarize the top 3 project risks and mitigations, limiting descriptions to one sentence for each risk. Top risks identified here should align with most recent independent QA report; any lack of alignment must be explained.]

**Top Issues**1. [Summarize up to 3 top project issues, limiting descriptions to one sentence for each issue. If there are no current issues, enter “None”. Issues identified here should align with most recent independent QA report; any lack of alignment must be explained.]
 |
| **Overall Project Health:** [Indicate **Green**, **Yellow**, or **Red** and provide explanation. Color rating and explanation must align with information provided in Project Assessment Report; any lack of alignment must be explained.]**Overall Delivery Risk:** [Indicate **Green**, **Yellow**, or **Red** and provide explanation. Color rating and explanation must align with information provided in Project Assessment Report; any lack of alignment must be explained.] |
| **Major Accomplishments*** [Briefly highlight major news and accomplishments since the last reporting period.]

**Delays or Project Changes*** [Briefly describe any significant delays or changes to project budget, schedule, scope, etc., since the last reporting period.]
 |
|  |
| **Re-baseline Summary** (See “Re-baseline History” tab in Project Assessment Report spreadsheet for full details.)[Include original project baseline and most recent re-baseline; all other rebaselines should be captured in the “Re-baseline History” tab in the Project Assessment Report spreadsheet. Enter N/A if a particular category is not applicable or did not change.]  |
| **Reason for Change** | **Planning End Date** | **Go Live / Implementation Date** | **Project Closing End Date** | **Scope Change** | **Budget Change** | **Baseline Change Approval Date** | **Baseline Approved By** |
| Original project baseline | [MM/DD/YYYY] | [MM/DD/YYYY] | [MM/DD/YYYY] | N/A | N/A | Initial approval: [MM/DD/YYYY] | [e.g., ESC] |
| Most recent re-baseline:[Enter reason for re-baseline] | [MM/DD/YYYY] | [MM/DD/YYYY] | [MM/DD/YYYY] | [Yes or N/A. If Yes, briefly describe under “**Reason for change**”] | [Enter new budget amount, if applicable] | [MM/DD/YYYY] | [e.g., ESC] |