Enghraifft o Dempledi Adroddiad ar Uchafbwyntiau – Pecyn 32

Highlight Report Templates (Sample)

A template can be used for monthly updates can to ensure progress, achievements and risks are reported and, if necessary, escalated.

Project: Project Name				Project Manager: Project Manager Name	
Reporting Period: 5/21/16-5/27/16				Reporting Date: 5/30/2016	
Project Status Summary: This Project is currently on schedule					
URL to Project Request:					
URL to Project Charter:					
URL to Project Plan:					
Indicator	**R/Y/G**		**Comments**		
Overall			50% complete – On track		
Scope			No significant changes to scope		
Schedule			Short explanation – 1-2 sentences		
Budget			No Change. On Budget.		
Resources			No Change. Staffing on track.		
Issues/Risk			No Change. No new issues/risks to report		
Milestone	**Start Date**	**End Date**	**Status (G, Y, R)**	**Note**	
Build FOO 1			100%	Ready for UAT	
Build FOO 2			75%	1 Week Behind Schedule	
Test FOO 2			0%		
Test Thing 3			0%		
Other Really Important Thing			0%	Future activity	

Status Summary

Project Status	Last Period	This Period	Comments
Overall Project Status	R	R	
Time	A	A	
Cost	G	G	
Scope	G	G	
Quality	G	G	
Benefit	G	G	
Risk	G	G	

Stage Status	Last Period	This Period	Comments
Overall Stage Status	G	G	
Time	G	G	
Cost	G	G	
Scope	G	G	
Quality	G	G	
Benefit	G	G	
Risk	G	G	