[Project Name] Project Report

Prepared by: [Name]

Introduction

- Objective
  - The goal of this presentation
- Outcome
  - The strategic decisions required to allow the project to move forward to the next phase

Agenda

- Project Overview
- Tasks Summary
- Outstanding Risks and Issues
- Project Budget, Schedule, & Scope
- Acceptance Review
- Next Steps

Project Overview

- Project description
  - High-level project goals
  - Project relationship to corporate goals
  - Timeline
- Short project status update
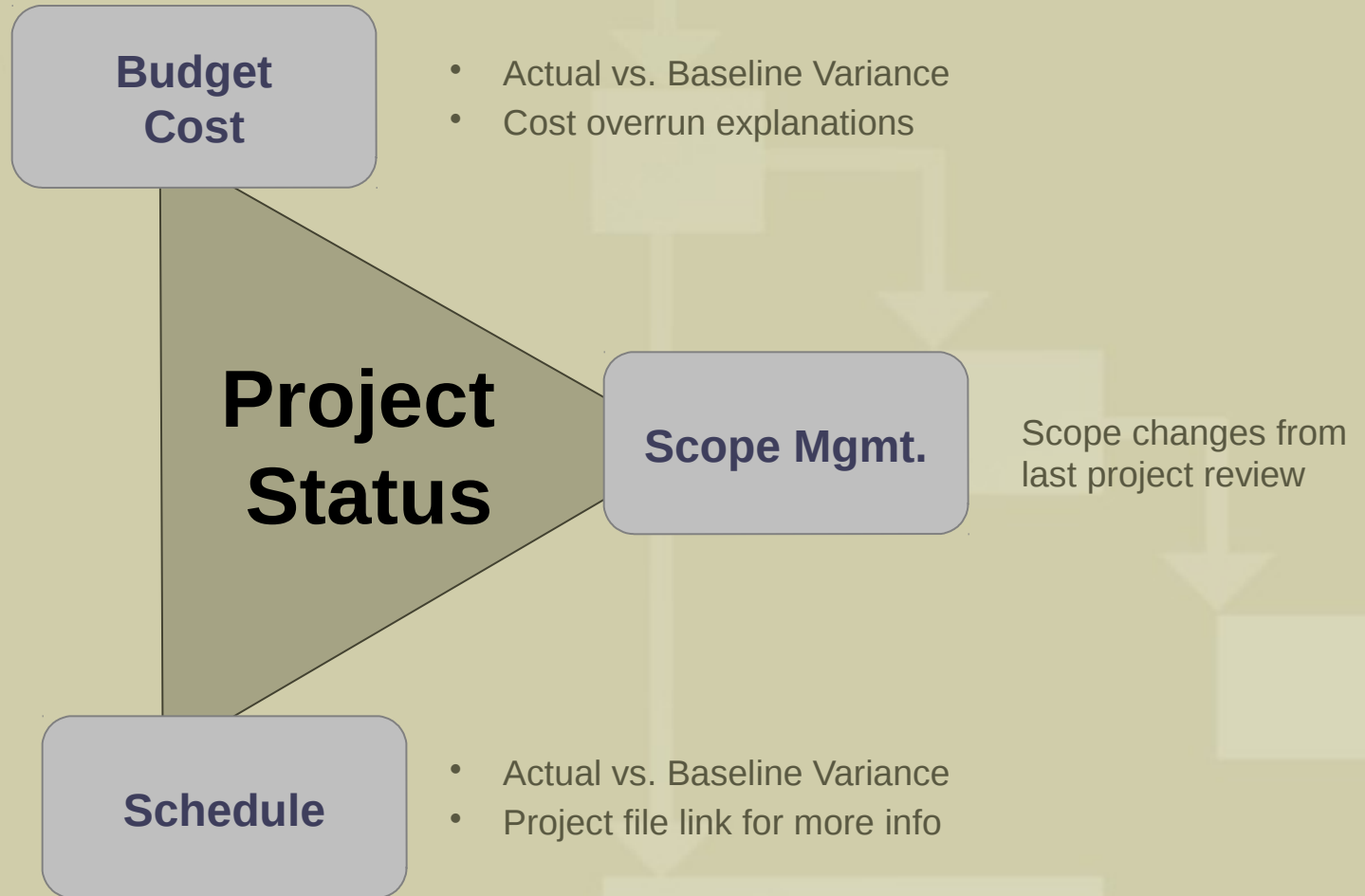- Project team introduction and commendations

Tasks Summary

Outstanding Risks and Issues

- Project Risks
  - This phase
    - Risk description and resolution
    - Risk description and resolution
  - Next phase
    - Risk description and resolution
    - Risk description and resolution

- Project Issues
  - This phase
    - Issue description and resolution
    - Issue description and resolution
  - Next phase
    - Issue description and resolution
    - Issue description and resolution

Project Budget, Schedule, & Scope

Budget Cost

- Actual vs. Baseline Variance
- Cost overrun explanations

Project Status

Scope Mgmt.

Scope changes from last project review

Schedule

- Actual vs. Baseline Variance
- Project file link for more info

Acceptance Review

- Customer
  - Acceptance status
  - Customer concerns
  - Customer changes
- Steering Committee
  - Acceptance status
  - Strategy concerns (e.g., scope, budget, and schedule)
- Project Team
  - Acceptance status
  - Resource issues

Next Steps

- Open issues
- Summary of acceptance
- Next phase
  - High-level discussion of next project phase
  - Date for next project status review
  - Confirmation of audience acceptance of next task plans