



Project Name:	Accounting Systems Review for Acme, Inc.
Prepared by:	Tom Carlos, Project Manager
Prepared for:	Jane Doe, Project Lead, Acme, Inc.
Date:	April 10, 2006
Reporting Period:	MM, DD, 2006 – MM, DD, 2006

Executive Summary				
Overall Status				
Budget:	Green ¹ (Controlled)	Yellow ² (Caution)	Red ³ (Critical)	Reason for Deviation
Schedule:	[X]	[]	[]	
Scope:	[X]	[]	[]	
Quality:	[X]	[]	[]	
Budget:	[X]	[]	[]	
¹ Project is within budget, scope and on schedule. ² Project has deviated slightly from the plan. ³ Project has fallen significantly behind schedule, is forecast to be significantly over budget, or has taken on tasks that are out of scope.				
Comments:				

Milestones / Deliverable					
List any Project Milestones that are in progress or due in the next 4 weeks					
Milestone	Scheduled Date	Actual Date	Revised Date	Percent Completed	Status
#1 Requirements					
#2 Conversion Plan					
#3 Proof of Concept					

Accomplishments / Plans
Accomplishments during this reporting period
•
Plans during the next reporting period
•

Priority
Original Priorities of Milestones
•
Revised Priorities of Milestones

Issues and Risks
Issues which have arisen since project inception
•
New Project Issues and Risks
•

Changes					
List any changes that need to be addressed. Please complete Change Order Request					
Item	Scheduled Date	Actual Date	Percent Completed	Revised Date	Status
Comments:					

Timecard and Budget Report				
The following snapshot provides a view of our timecards as of MM, DD, 2006				
	Original Hrs	Revised Hrs	Actual Hrs	Cost
Requirements				
Conversion Plan				
Proof Of Concept				

Approvals			
I have reviewed the information contained in this Project Monthly Status Report and agree:			
Name	Title	Signature	Date
Comments:			
The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Status Report document.			
*You may add an electronic signature, or sign and fax to Tom Carlos, (916) 783-3102			