

Project Performance Report

Project Title: _____

Date Prepared: _____

Project Manager: _____

Sponsor: _____

Accomplishments for This Reporting Period:

1. *List all work packages or other accomplishments scheduled for completion this period.*
- 2.
- 3.
- 4.
- 5.
- 6.

Accomplishments Planned but Not Completed This Reporting Period:

1. *List all work packages or other accomplishments scheduled for this period but not completed.*
- 2.
- 3.
- 4.

Root Cause of Variances:

For any work that was not accomplished as scheduled, identify cause of variance.

Impact to Upcoming Milestones or Project Due Date:

For any work that was not accomplished as scheduled, identify any impact to upcoming milestones or overall project schedule. Identify any work currently behind on the critical path or if the critical path has changed based on the variance.

Planned Corrective or Preventive Action:

Identify any actions needed to make up schedule variances or prevent future schedule variances.

Funds Spent This Reporting Period:

Record funds spent this period.

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Root Cause of Variances:

For any expenditures that were over or under plan, identify cause of the variance. Include information on labor variance versus material variances.

Impact to Overall Budget or Contingency Funds:

For cost variances, indicate impact to the overall project budget or whether contingency funds must be expended.

Planned Corrective or Preventive Action:

Identify any actions needed to recover cost variances or prevent future schedule variances.

Accomplishments Planned for Next Reporting Period:

- 1. List all work packages or accomplishments scheduled for completion next period.*
- 2.*
- 3.*
- 4.*

Costs Planned for Next Reporting Period:

Identify funds planned to be expended next period.

New Risks Identified:

Identify any new risks that have arisen this period. These risks should be recorded in the Risk Register as well.

Issues:

Identify any new issues that have arisen this period. These issues should be recorded in the Issue Log as well.

Comments:

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Record any comments that add relevance to the report.

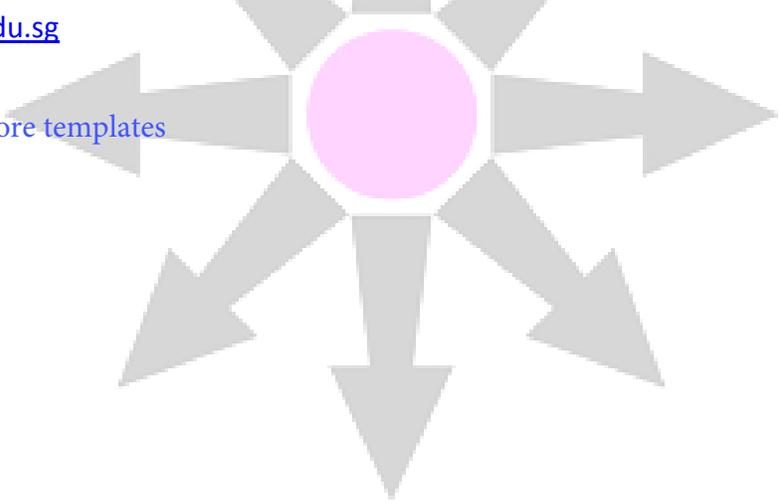
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