Project Title				Report Date				
Summary Report								
Schedule	Status	Planned Date	Forecast / Actual Date			Owner	Traffic Light	Comment
IT Live	Complete	10/01/2025	10/01/2025			IT	⇨	
Training Ready	Complete	11/01/2025	01/01/2025			Training	⬆	
Go Live	Complete	12/01/2025	20/01/2025			Ops	⬇	
Review	Complete	12/01/2025	20/01/2025			Ops	⬇	
Cost Account	Budget	Planned Cost to Date	Actual Cost to Date	Estimate to Complete	Forecast Cost at Completion	Owner	Traffic Light	Comment
Design	1,000	500	500	200	700	IT	⬆	
Coding	1,600	600	500	1,000	1,500	IT	⇨	
Testing	500	400	420	200	620	IT	⬇	
Training	300	300	100	200	300	IT	⇨	
Licences	200	100	120	85	205	IT	⇨	
Total	3,600	1,900	1,640	1,685	3,325		⇨	
Other Measure	Comment							
Resources								⇨
Quality								⬆
Progress since last report								
Activities planned for next period								
Risk	Status	Probability	Impact	Priority Score	Risk Reduction Action	Owner		Comment
Technology might fail	Open	Med	VHi	⬇ 0.4	Pilot first	IT		
Resources become unavailable	Open	Lo	Lo	⬆ 0.03	Contractors	IT		
Delay in parts deliver	Open	Lo	High	⇨ 0.12	Pre-order	IT		
Bugs in Software	Open	VLo	VHi	⇨ 0.08	Test	IT		
Poor User Feedback	Open	VLo	VLo	⬆ 0.005	Early User Input	IT		
Issues	Status	Impact	Owner	Issue Management Action				
Technology incompatibile	New	High	IT	Look for alternative technology				
Changes	Status	Impact on Time	Inpact on Cost	Owner			Traffic Light	Comment
							⇨	
							⇨	
							⇨	
							⇨	