**TEAM MEMBER STATUS REPORT**

project Title: Date prepared:

Team Member: role:

activities planned for This reporting period

1.

2.

3.

4.

5.

6.

activities accomplished This reporting period

1.

2.

3.

4.

5.

6.

activities planned but not accomplished This reporting period

1.

2.

3.

4.

page 1 of 3

**TEAM MEMBER STATUS REPORT**

root Cause of activity Variances

Funds Spent This reporting period

Funds planned to be Spent This reporting period

root Cause of Cost Variances

Quality Variances identified This period

planned Corrective or preventive action

page 2 of 3

**TEAM MEMBER STATUS REPORT**

activities planned for next reporting period

1.

2.

3.

4.

5.

Costs planned for next reporting period

new risks identified

risk

new issues identified

issue

Comments

page 3 of 3

**PROJECT STATUS REPORT**

project Title: Date prepared:

project Manager: Sponsor:

accomplishments for This reporting period

1.

2.

3.

4.

5.

6.

accomplishments planned but not Completed This reporting period

1.

2.

3.

4.

root Cause of Variances

page 1 of 4

**PROJECT STATUS REPORT**

impact to upcoming Milestones or project Due Date

planned Corrective or preventive action

Funds Spent This reporting period

root Cause of Variances

page 2 of 4

**PROJECT STATUS REPORT**

impact to overall budget or Contingency Funds

planned Corrective or preventive action

accomplishments planned for next reporting period

1.

2.

3.

4.

Costs planned for next reporting period

page 3 of 4

**PROJECT STATUS REPORT**

new risks identified

risk:

issues

issue:

Comments

page 4 of 4

**VARIANCE ANALYSIS**

project Title: Date prepared:

Schedule Variance

|  |  |  |
| --- | --- | --- |
| planned result | actual result | Variance |
|  |  |  |
|  |  |  |
|  |  |  |
| root Cause |
| planned response |

Cost Variance

|  |  |  |
| --- | --- | --- |
| planned result | actual result | Variance |
|  |  |  |
|  |  |  |
|  |  |  |

page 1 of 2

**VARIANCE ANALYSIS**

root Cause

planned response

Quality Variance

|  |  |  |
| --- | --- | --- |
| planned result | actual result | Variance |
|  |  |  |
|  |  |  |
|  |  |  |
| root Cause |
| planned response |

page 2 of 2

**EARNED VALUE ANALYSIS REPORT**

project Title: Date prepared:

budget at Completion (baC): overall Status:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current ReportingPeriod | Current PeriodCumulative | Past PeriodCumulative |
| Planned value (PV) |  |  |  |
| Earned value (EV) |  |  |  |
| Actual cost (AC) |  |  |  |
|  |  |  |  |
| Schedule variance (SV) |  |  |  |
| Cost variance (CV) |  |  |  |
| Schedule performance index (SPI) |  |  |  |
| Cost performance index (CPI) |  |  |  |
|  |
| Root Cause of Schedule Variance: |
|  |
| Schedule Impact: |
|  |
| Root Cause of Cost Variance: |
|  |
| Budget Impact: |
|  |
| Percent planned |  |  |  |
| Percent earned |  |  |  |
| Percent spent |  |  |  |
|  |  |  |  |
| estimates at Completion (eaC): |  |  |  |
| EAC w/CPI [BAC/CPI] |  |  |  |
| EAC w/ CPI\*SPI [AC + ((BAC - EV)/ (CPI\*SPI))] |  |  |  |
| Selected EAC, Justi cation, and Explanation |  |  |  |
|  |
| To complete performance index (TCPI) |  |  |  |

page 1 of 1

**RISK AUDIT**

project Title: Date prepared:

project auditor: audit Date:

risk event audit

|  |  |  |  |
| --- | --- | --- | --- |
| event | Cause | response | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

risk response audit

|  |  |  |  |
| --- | --- | --- | --- |
| event | response | Successful | actions to improve |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

risk Management process audit

|  |  |  |
| --- | --- | --- |
| process | Followed | Tools and Techniques used |
| Plan Risk Management |  |  |
| Identify Risks |  |  |
| Perform Qualitative Assessment |  |  |
| Perform Quantitative Assessment |  |  |
| Plan Risk Responses |  |  |
| Monitor and Control Risks |  |  |

page 1 of 2

**RISK AUDIT**

Description of Good practices to Share

Description of areas for improvement

page 2 of 2

**CONTRACTOR STATUS REPORT**

project Title: Date prepared:

Vendor: Contract #:

Scope performance This reporting period

Quality performance This reporting period

Schedule performance This reporting period

page 1 of 3

**CONTRACTOR STATUS REPORT**

Cost performance This reporting period

Forecast performance for Future reporting periods

Claims or Disputes

risks

page 2 of 3

**CONTRACTOR STATUS REPORT**

planned Corrective or preventive action

issues

Comments

page 3 of 3

**PROCUREMENT AUDIT**

project Title: Date prepared:

project auditor: audit Date:

Vendor performance audit

|  |
| --- |
| What Worked Well: |
| Scope |  |
| Quality |  |
| Schedule |  |
| Cost |  |
| other |  |
| What Can be improved: |
| Scope |  |
| Quality |  |
| Schedule |  |
| Cost |  |
| other |  |

procurement Management process audit

|  |  |  |
| --- | --- | --- |
| process | Followed | Tools and Techniques used |
| Plan Procurements |  |  |
| Conduct Procurements |  |  |
| Control Procurements |  |  |

page 1 of 2

**PROCUREMENT AUDIT**

Description of Good practices to Share

Description of areas for improvement

page 2 of 2

**CONTRACT CLOSEOUT**

project Title: Date prepared:

project Manager: Contract representative:

Vendor performance analysis

|  |
| --- |
| What Worked Well: |
| Scope |  |
| Quality |  |
| Schedule |  |
| Cost |  |
| other |  |
| What Can be improved: |
| Scope |  |
| Quality |  |
| Schedule |  |
| Cost |  |
| other |  |

record of Contract Changes

|  |  |  |
| --- | --- | --- |
| Change iD | Change Description | Date approved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

page 1 of 2

**CONTRACT CLOSEOUT**

record of Contract Disputes

|  |  |  |
| --- | --- | --- |
| Description | resolution | Date resolved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Date of Contract Completion

Signed Off by

Date of Final Payment

page 2 of 2

**FORMAL ACCEPTANCE FORM**

project Title: Date prepared:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| iD | requirement | acceptance Criteria | Validation Method | Status | Comments | Sign-off |
|  |  |  |  |  |  |  |
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