



TIC PROJECT STATUS REPORT

PLAN

EXECUTE

EVALUATE

REVISE

Project Title and Code:	TITLE
Budget:	€XXX
Timeline:	ENTER TIMELINE
Project Sponsor:	ENTER TEXT
Project Manager:	ENTER TEXT
Reporting Period:	ENTER PERIOD DATES

Project Objective: ENTER TEXT

Status: Overall Project:

On Track
 At Risk
 Issue

Scope:	<input type="text"/>	HR:	<input type="text"/>
Schedule:	<input type="text"/>	Change Mgmt.:	<input type="text"/>
Budget:	<input type="text"/>	Other:	<input type="text"/>

Summary of Accomplishments during this Reporting Period ¹

- ENTER TEXT

Summary of Ongoing Activities and Next Steps for Next Reporting Period ²

- ENTER TEXT

Key Insights and Lessons Learned ³

- ENTER TEXT

¹ Accomplishments: What was achieved since the last 6-month reporting period versus what was initially planned (activities and deliverables)?
² Next Steps: What key activities and deliverables will take place over the next 6-month period? What are some key next steps?
³ Insights / Lessons Learned: What lessons have you and your team learned to-date? What does transformation mean to you and your team?

Key Milestones and Indicators

Key Milestones ¹	Description of Milestones	Due Date (expected/actual)	Corresponding Indicators and Measures	Status (on track, at risk, issue)

 On Track
  At Risk
  Issue

Risks, Issues and Challenges

R/I ²	Description of Risk / Issue	Mitigation Measures / Actions

- Key Milestones: Significant point or event in a project. List all major project milestones with an update on progress status and deadlines*
- Risk / Issue. A risk is a potential issue that may happen. An issue is a problem that has already happened and is blocking progress.*
- Mitigation: What was done to mitigate this risk / issue?*

