

## Project Report Template

|  |                            |                                  |                             |                       |
|--|----------------------------|----------------------------------|-----------------------------|-----------------------|
| Project Name:                              |                            |                                  |                             |                       |
| Department:                                |                            |                                  |                             |                       |
| Project Manager:                           |                            |                                  |                             |                       |
| Project Completion Date:                   |                            |                                  |                             |                       |
| Budget at Completion (BAC)                 |                            | Estimate to Completion (ETC)     |                             |                       |
| Earned Value (EV)                          |                            | Estimate at Completion (EAC)     |                             |                       |
| Actual Cost to Date (AC)                   |                            | Cost Variance (CV)               |                             |                       |
| Planned Value (PV)                         |                            | Schedule Variance (SV)           |                             |                       |
|  |                            | Cost Performance Index (CPI)     |                             |                       |
|  |                            | Schedule Performance Index (SPI) |                             |                       |
|  |                            | Status (Average of CPI + SPI)    |                             |                       |
| <b>Milestones</b>                          | <b>Planned Finish Date</b> | <b>Actual Finish Date</b>        | <b>Variance (Days)</b>      | <b>Status (G/Y/N)</b> |
| Milestones-A Charter sign-off              |                            |                                  |                             |                       |
| Milestones-B Business requirement sign-off |                            |                                  |                             |                       |
| Milestones-C Functional spec. sign-off     |                            |                                  |                             |                       |
| Milestone-D Phase gate review              |                            |                                  |                             |                       |
| <b>Phase Number</b>                        | <b>Description</b>         | <b>Changes at Phase End</b>      | <b>Increase of Decrease</b> |                       |
| Phase 1                                    | (Defined)                  |                                  |                             |                       |
| Phase 2                                    | (Designed)                 |                                  |                             |                       |
| Phase 3                                    | (Developed)                |                                  |                             |                       |

# How To Write A Project Management Report

**Michal Rosen-Zvi**



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