|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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) |  | |
|  | | | | | |
| Milestones | | Planned Finish Date | Actual Finish Date | Variance (Days) | Status (G/Y/N) |
| Milestones-A Charter sign-off | |  |  |  |  |
| Milestones-B Business requirement sign-off | |  |  |  |  |
| Milestones-C Functional spec. sign-off | |  |  |  |  |
| Milestone-D Phase gate review | |  |  |  |  |
|  | | | | | |
| Phase Number | | Description | | Changes at Phase End | Increase of Decrease |
| Phase 1 | | (Defined) | |  |  |
| Phase 2 | | (Designed) | |  |  |
| Phase 3 | | (Developed) | |  |  |

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