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| --- |
|  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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