

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 or Decrease	
Phase 1	(Defined)			
Phase 2	(Designed)			
Phase 3	(Developed)			

How To Write A Project Management Report

Alan Wren



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