	Project Re	port Tem	plate	
Project Name:				
Department:				
Project Manager:				
Project Completion Date:				
Budget at Completion (BAC)		Estimate to Completion (ETC)		1112
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-8 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)			

# **How To Write A Project Management Report**

**Terry C. Jones** 

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