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EXECUTIVE STATUS SUMMARY

PROJECT	SPONSOR	PROJECT MANAGER	AS OF

OVERALL STATUS

☐ Green ☐ Amber ☐ Red ☐ On hold

SCHEDULE

Baseline finish _____

Forecast finish _____

Variance (days) _____

% complete _____

BUDGET

Approved budget _____

Spent to date _____

Forecast at completion _____

Variance _____

EXECUTIVE SUMMARY

Key metrics

Metric	Target	Actual	Trend	Comment

Top risks and issues

Risk / issue	Impact	Response

Decisions needed

Decision	Needed by	From

NEXT MILESTONES (WITH DATES)