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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)