# Project Status/Watch List Report – [Month Year] [Project Name (Acronym)]

(Use Times New Roman 12 point font/Keep report text to 2 pages)

**DATE:** 

**LOCATION OF PROJECT:** 

**PROGRAM MANAGER:** 

FEDERAL PROJECT DIRECTOR:

**ACQUISITION EXECUTIVE:** 

CURRENT CRITICAL DECISION: CD-\_\_\_

1. PROJECT STATUS									
	MIE / Line Item /	MIE / Line Item / Cooperative							
Project Type	Agreement	Agreement							
CD-1	Planned:	Actual:							
CD-2	Planned:	Actual:							
CD-3	Planned:	Actual:							
CD-4	Planned:	Actual:							
TPC Percent Complete	Planned:%	Actual:%							
TPC Cost to Date									
TPC Committed to Date									
TPC									
TEC									
Contingency Cost (w/Mgmt Reserve)	\$	% to go							
Contingency Schedule on CD-4b	months	<u>%</u>							
CPI Cumulative									
SPI Cumulative									

• cumulative cumulative cumulative BCWS: \_\_\_\_\_ BCWP: \_\_\_\_ ACWP: \_\_\_\_

(Include funding chart here.)

				(2220200	0 10110111	5					
	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Total
DOE											

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#### 2. TECHNICAL SCOPE

(Include a 1-2 sentence concise summary of the project's scope—what is being constructed or fabricated?)

# 3. FEDERAL PROJECT DIRECTOR'S ASSESSMENT

(Concise, one paragraph summary.)

#### 4. PROGRESS

• (Briefly describe project's progress since last month's reporting. What does Acquisition Executive and Pat Dehmer need to know?)

### 5. ISSUES AND RISKS

• (Focus on major/high-level issues that could potentially affect the technical/cost/schedule of the project. What does Acquisition Executive and Pat Dehmer need to know? Are the issues being addressed and how?)

### 6. ACTION ITEMS / DECISIONS / UPCOMING EVENTS:

• (Bulleted list of activities with due dates.)