Work Performance Reports.

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Project title:		Date prepared :
Project Manager :		
Sponsor :		

	1.- Overall Status.
Scope Status	
Schedule Status	
Cost performance Status	

2.- Accomplishments for this reporting period.

- List all Work Packages or other accomplishments scheduled for completion for the current period.

3.- Accomplishments planned but not completed for this reporting period.

- List all Work Packages or other accomplishments scheduled for the current reporting period but not completed.

4.- Root cause of scheduled variances.

- Identify the cause of the variance for any work that was not accomplished as scheduled for the current period.

5.- Impact to upcoming Milestones or Project due date.

- Identify any impact to any upcoming milestones or overall project schedule for any work that was not accomplished as scheduled.

- Identify any work currently behind on the critical path or if the critical path has changed based on the variance.

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6.- Planned Corrective or Preventive Action.

- Identify any actions needed to make up schedule variances or prevent future schedule variances.

7.- Funds spent this reporting period.

- Record fund spent this period.

8.- Root cause of cost variances.

- Identify the cause of the variance for any expenditure over or under plan.

- Include information on the labor variance versus material variance and whether the variance is due to the basis of estimates or estimating assumptions.

9.- Impact to Overall Budget or Contingency Funds.

- Indicate impact to the overall project budget or whether contingency funds must be expended.

10.- Planned Corrective Action or Preventive Action.

- Identify any actions needed to recover cost variances or to prevent future schedule variances.

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11.- Accomplishments planned for next Reporting Period

- List all work packages or accomplishments scheduled for completion next period.

12.- Cost Planned for next reporting period.

- Identify funds planned to be expended next period.

13.- New risks identified.

- Identify any new risks that have been identified this period.

- These risks should be recorded in the Risk Register as well.

14.- Issues.

- Identify any new issues that have been arisen this period.

- These issues should be recorded in the Issue Log as well.

15.- Comments.

- Record any comments that add relevance to the report.