



Project XXXXXXXXXXXXXXXX Weekly Dashboard		Project Manager: John Doe		Date: mmm dd, yyyy		Included in CMS Report? Y/N		Budget \$ 999,999.00		Included in CMS Report? Y/N	
Key Project Metrics						Project Status:		Scope			
Schedule		Financials									
Start Date	mmm dd, yyyy	Budget to Date	\$ 99,999.00								
Baseline Finish Date	mmm dd, yyyy	Actuals to Date	\$ 100,000.00								
Projected Completion Date	mmm dd, yyyy	Variance	\$ (1.00)								
		Est to Completion	\$ 2,500.00								
Timeline		July	August	September	October	November	Y/N				
Activity 3											
Activity 4											
Activity 5											
Activity 6											
Key Issues						Y/N					
ID	Description	Severity	Status	Assigned To	Due						
Risks						Y/N					
ID	Description	Severity	Status	Assigned To	Due						
Decisions Taken						Y/N					
ID	Description	Severity	Status	Assigned To	Due						
Outstanding Change Requests						Y/N					
ID	Title	Impact	Owner	Assigned To	Status						
Change Request						Y/N					
ID	Title	Impact	Owner	Assigned To	Status						
Key Upcoming Meetings						Y/N					
Date/Time	Theme		Participants (BD, PRMP, Other?)								
Recovery Plan(s) for All Work Activities Not Tracking to the Approved Schedule						Y/N					
Act ID	Description	Initial Date	New Est Date	Status							

Project Status:					Budget \$ 999,999.00		Included in CMS Report? Y/N		
					Scope				
					Schedule				
					Budget				
Key Accomplishments						Date	Y/N		
Upcoming Milestones						Date	Y/N		
Upcoming Focus Areas						Y/N			
Items in Need of Decisions						Y/N			
Item ID	Description	Responsible	Decision Reached	Date					
Client Responsibilities for the Next Reporting Period						Y/N			
ID	Description	Responsible	Due Date						

*Per the SOW, the following are additionally required to be reported on a monthly basis in separate files:

- Work with the PgMO on any formal communication that requires broad socialization
- Test Reports
- Information Security Reports
- SLA compliance
- Actual/Projected Project Schedule dates versus Baseline Project Schedule Milestone dates
- Earned Value Graph

Acronyms and Abbreviations

Term/Abbreviation	Definition/Explanation
BCWP	Budgeted Cost of Work Performed
BD	Berrydunn
CMS	Centers for Medicare & Medicaid Services
CRs	Change Requests
ePMO	Enterprise Project Management Office
KL	KnowledgeLink
PRDoH	Puerto Rico Department of Health
PgMO	Program Management Office
PRMP	Puerto Rico Medicaid Program
SLA	Service Level Agreement
SOW	Statement of Work
OIAT	Oficina de Informática y Avances Tecnológicos

Header Section

For Line 7:

Column A7: Add the Project Name to report

Column F7: Name of the Project Manager

Column J7: Date of the report, following format *mmm dd, yy yy*

Include in CMS Report?

Flag to identify which items should be included in the CMS report. Select "Y" as the only value to indicate that it is required to be included.

"N" will indicate that values are not used for the CMS report. "B" indicates "Both" (status report and CMS report).

Key Project Metrics, Schedule Section

This section provides information on the schedule of the project, disclosing any variance that may occur from the target date:

Start Date: Project start date

Baseline Finish Date: Date scheduled to finish

Estimated Finish Date: Represents an appropriate estimation of the current finish date, considering all work that has been completed at the current point in time

Key Project Metrics, Financials Section

This monthly report section reflects the amount of money spent on the current project, facilitating the accurate and regular reporting of a project's progress and status to senior management.

The Monthly Status Report template gathers the following financial information:

Budget to Date: Represents an approved estimate for either the entire project or for a particular schedule activity or work structure breakdown component

Actuals to Date: Actual value of money spent

Variance: Difference between Budget to Date and Actual to Date figures (automatically calculated)

Est to Completion: Estimated dollar amount required to complete the project

General status of the project

Guide to general status, scope, schedule, and budget colors:

Green The project area is on track and performing as expected.

Yellow The project area is not operating as expected or behind schedule. A plan is established to move project area back to green.

Red The project area is not operating as expected, or behind schedule, without a viable plan in place.

Timeline

In this section, present activities that will be occurring during the next four to five months of the project life cycle in a Gantt-style chart

Key Issues

Key issues identified and logged into their appropriate logs will be presented here, as part of the status report. Closed items should not be included.

Identified Risks

Risks identified and logged into their appropriate logs will be presented here, as part of the status report. Closed items should not be included.

Decisions Taken

List decisions taken during the reporting period.

Outstanding Change Requests

List change requests with status open or created during this period.

Change Orders

List change orders with status open or created during this period.

Current Blockers

All project blockers, identified during the reported month, will be listed here along with the action plan assigned to them. For subsequent months, only open blockers will be listed.

Recovery Plan(s) for All Work Activities Not Tracking to the Approved Schedule

List planned activities to perform as recovery activities for tasks that missed their due date.

Key Accomplishments

List accomplishments met during the reporting period.

Upcoming Focus Areas

List all areas that are planned to focus on the next reporting period.

Objectives for the Next Reporting Period

Taking into consideration the "Upcoming Focus Areas", list objectives for next reporting period.

Client Responsibilities for the Next Reporting Period

List what is required from the client during the next period to fulfill project needs during the period.

Items in Need of Decisions

List identified items requiring a decision within the next reporting period, including a brief description, who is responsible for the decision, the decision reached, and date of the decision.

Earned Value Graph

Include a summary of the Project Earned Value on the second worksheet (the work that was actually accomplished).

The assumption is made that every component of the project is covered by some part of the budget.