**<Insert LOGO>**

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| **<Project Name>** |
| **Project Information** | **Project Stakeholders** |
| Code: | 0000 | Portfolio/Type: | Grow the Business |
| Status: | Active | Department: | IT |
| Phase: | Planning | Project Sponsor: | Harry Adams |
| Priority: | 1 | Project Owner: | Barry Linekar |
| Project Health: | AMBER | Project Manager: | Ravi Naidoo |
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**Report Date:** 08 November 2016

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| **Project Comments** |
| General Comments & Issues |
| This project is currently in initiation and the charter is almost complete. Some detailed planning sessions have begun and thus the scope and PMP is also work in progress.  |
| Milestones & Deliverables Achieved this Period |
| Project initiation began and some workshops around planning and scope are underway. |
| Milestones & Deliverables Planned for this Period |
| - Approval of the Project Charter - Approval of the Project Management Plan (and planning) - Move into Execution Phase |
|  Decisions Required from Stakeholders |
| The stakeholders must approve the project charter followed by the project management plan. The stakeholders must provide feedback on the benefits listed in the business case based on the new organization structure. |

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| **Health Indicators** |
| **Title** | **Current RAG** | **Previous RAG** | **Comments** |
| Progress | A | R | Project on track and currently in initiation. |
| Costs | G | A | Provisional budget loaded yet detailed planning will determine and baseline budget. |
| Risks | G | G | Risks have been identified during initiation and are being addressed. |
| Scope | A | R | Project still in initiation and thus scope yet to be determined. |
| Issues | G | A | Only two issues currently and neither are show stoppers. |

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| **Project Tasks** |
| **Title** | **Responsibility** | **Planned Start Date** | **Actual Start Date** | **Planned End Date** | **Planned Progress** | **Actual Progress** | **Variance** |
| **Business Architecture Blueprint** |  | **2016-10-20** | **2016-10-20** | **2017-01-25** | **10%** | **7%** | **(3%)** |
| **Project Management** |  | **2016-10-20** | **2016-20-10** | **2016-10-29** | **100%** | **35%** | **(65%)** |
| *Project Management Plan Complete* | *Mary Eksteen* | *2016-10-29* |  | *2016-10-29* | *100%* | *0%* | (100%) |
| **Execution** |  | **2016-10-30** |  | **2017-01-15** | **0%** | **0%** | **0%** |

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| **Project Costs** |
| **Category** | **Budget** | **Actual/Spent** | **% Spent** | **Estimate to Complete** | **Total at Completion** | **Variance** | **% Variance** |
| CAPEX | R 203 000 | R 26 000 | 13 % | R 177 000 | R 203 000 | R 0 | 0% |
| **Grand Total** | **R 203 000** | **R 26 000** | **13%** | **R 177 000** | **R 203 000** | **R 0** | **0%** |

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| **Project Risks** |
| **Risk No** | **Title** | **Description** | **RAG** | **Type** | **Risk Owner** | **Follow-Up Date** | **Age** | **Days Overdue** |
| 0002 | Poor Staff Involvement | When processes… | R | Quality | Mary Eksteen | 2016-11-04 | 2 | (3) |

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| **Project Issues** |
| **Issue No** | **Title** | **Description** | **Priority** | **Issue Owner** | **Follow-Up Date** | **Age** | **Days Overdue** |
| 0005 | Process Flow Stoppage | The flow from operations to HR… | Low | Manny Sanchez | 2016-12-15 | 2 | 0 |

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| **Scope Changes** |
| **Scope Change No** | **Name** | **Description** | **Impact on Cost** | **Approval Status** | **Requested By** | **Impact on Time(Days)** | **Implemented** |
| 0010 | Report Inclusions | A request to include 2… | 5 000 | Pending | Mary Eksteen | 21 | No |