

Summary Report

Metrics for:	<input type="text" value="Chrysalis Programme"/>	Date:	<input type="text" value="20-Sep-08"/>		
Programme Owner:	<input type="text" value="<Name of Programme Manager>"/>				
# Projects by Phase:	Phase_1	Phase_2	Phase_3	Phase_4	Phase_5
3	1	1	0	1	0
Status Summary:					
		Current RAG	Previous RAG		Status Change
Exception	R	1	0	Worse	1
Controlled Variance	A	1	3	Same	1
On Track	G	1	0	Better	1

Project Tab Owner:	Project (click to open)
<name>	Summary
<name>	First Project
<name>	Second Project
<name>	Last Project

Add new project sheets by copying an existing sheet between first and last, then rename

First Project Report

Project Status Report		Status Date:	20 September 2008			
Project Name:	<Project A>	Project Manager:	Mr Able			
Programme:	Chrysalis Programme	Project Sponsor:				
Project Phase	Phase_2	Project Code:	A001			
High Level Scope of Project:		Finance Code:				
<Description of project, client(s), deliverables>						
Planned Delivery Date	Forecast / Actual Date	Slippage Days	Progress Summary	Previous RAG	Current RAG	
15-Nov-08	31-Oct-08	-15	<progress against last period, changes and their impact on schedule, resources, quality of deliverables>	A	G	
Budget	£ or \$ or €	Budget Comments	Resource Required (Dept, Team, Skill-set)	# Days		
Project Budget						
Actual Spend to Date						
Forecast to completion						
£ Variance						
Next Milestones or Key Deliverables			Planned Date	Latest Forecast	Actual Date	Slippage
Key Risks & Issues			Identified	Updated	Resolved	Status
Previous issue with third party delivery resolved						G

Second Project Report

Project Status Report		Status Date:	20 September 2008			
Project Name:	<Project B>	Project Manager:	Mr Concerned			
Programme:	Chrysalis Programme	Project Sponsor:				
Project Phase	Phase_4	Project Code:				
High Level Scope of Project:	Finance Code:					
<Description of project, client(s), deliverables>						
Planned Delivery Date	Forecast / Actual Date	Slippage Days	Progress Summary	Previous RAG	Current RAG	
15-Dec-08	09-Jan-09	25	<progress against last period, changes and their impact on schedule, resources, quality of deliverables>	A	R	
Budget	£ or \$ or €	Budget Comments	Resource Required (Dept, Team, Skill-set)		# Days	
Project Budget						
Actual Spend to Date						
Forecast to completion						
£ Variance						
Next Milestones or Key Deliverables			Planned Date	Latest Forecast	Actual Date	Slippage
Key Risks & Issues			Identified	Updated	Resolved	Status
Slippage due to resource contention			15-Jul-08	20-Sep-08		R

Last Project Report

Project Status Report		Status Date:	20 September 2008			
Project Name:	<Project C>	Project Manager:	Ms Hope			
Programme:	Chrysalis Programme	Project Sponsor:				
Project Phase	Phase_1	Project Code:				
High Level Scope of Project:	Finance Code:					
<Description of project, client(s), deliverables>						
Planned Delivery Date	Forecast / Actual Date	Slippage Days	Progress Summary	Previous RAG	Current RAG	
31-Mar-09	31-Mar-09	0	<progress against last period, changes and their impact on schedule, resources, quality of deliverables>	A	A	
Budget	£ or \$ or €	Budget Comments	Resource Required (Dept, Team, Skill-set)	# Days		
Project Budget						
Actual Spend to Date						
Forecast to completion						
£ Variance						
Next Milestones or Key Deliverables			Planned Date	Latest Forecast	Actual Date	Slippage
Key Risks & Issues			Identified	Updated	Resolved	Status
Requirements unclear						A