

Organisation [Name]

Department [Name]

Programme Status Report

**<Programme Name>**

Reporting Period *<xx/xx/xxxx>* to *<xx/xx/xxxx>*

Date: <Date>

Doc. Version: <Version>

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# Programme Overview

## Executive Summary

*<This section is only applied for the yearly reporting and the indicative maximum length is a half-page.*

*The section should provide a high-level overview of the entire programme and the actual status. The executive summary may include the following elements such as: overall outcomes and business triggers, overall description of the solution, major changes in scope, resources, cost and planning, constraints, achievements, etc>*

## Programme Stakeholders

|  |  |
| --- | --- |
| **Programme Due Date** |  |
| **Programme Steering Committee (PgSC)** | **Programme Owner (PgO):** |
| **Business Manager (PgBM):** |
| **Programme Manager (PgM):** |
| <other stakeholders in the PgSC, if applicable> |
| **Other stakeholders** | <other stakeholders not part of the Programme Steering Committee> |

*<Please provide a link to the original Programme Business Case and Programme Charter.>*

## Milestones

*<In case of the yearly reporting, this section should address the full lifespan of the programme and should not focus exclusively on the reporting period. The objective is to provide an overview for the complete programme duration.>*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Milestone Name** | **Target Date** | **Actual Date** | **Status** | **Comments** |
|  |  |  |  | *<on-going, planned, achieved>* |  |
|  |  |  |  |  |  |

*<The deliverable IDs should be aligned with the ones used previously in the Programme Charter.>*

## Programme Plan (per Project)

*<This section is to be fulfilled for the key Work Packages (WP), if a considerable cost is involved>*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *<Work Package # […] and name description>* | | | | | | | | | |
| **Planned** | | **Actual** | | **Total Planned Effort at Completion[[1]](#footnote-1)** | **Planned Effort [[2]](#footnote-2)** | **Actual Effort 2** | **Progress (Earned Value)[[3]](#footnote-3)** | **Performance** | |
| **Start Date** | **End Date** | **Start Date** | **End Date** | **Schedule[[4]](#footnote-4)** | **Budget[[5]](#footnote-5)** |
|  |  |  |  | *<1000€>* | *<500€>* | *<300€>* | *<400€>* | *<80% >* | *<133% >* |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*<The effort can be measured in Man-days (MDs) or euros (€).>*

## Budget and Costs

*<This section is only applied for yearly reporting.*

*It should allow the reader to know the Total Cost of Ownership (TCO) of the programme for the full lifecycle. Consequently, costs beyond the reporting period should also be identified.>*

|  | **20XX** | | **20XX** | | **20XX** | | **20XX** | | **20XX** | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Total cost** |
| Total per year (k€) |  |  |  |  |  |  |  |  |  |  |  |

*<Note: In the case that the proposed solution includes an Information System (IS), and it is to be financed from the 'Information Systems' budget line, clearly indicate the budget claim.>*

# Programme Details

## Scope Changes

*<This section is only applied for the yearly reporting.*

*It should give an overview of the programme scope changes that need to be escalated to the Management, for the reporting period, based on the Programme Change Log.>*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Category[[6]](#footnote-6)** | **Change Name** | **Change Description & Details** | **Status[[7]](#footnote-7)** | **Action Details**  (effort & responsible) | **Size[[8]](#footnote-8)** | **Priority[[9]](#footnote-9)** | **Approved By** | **Actual Delivery Date** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## Major Risks and Actions Taken

<This section should highlight the programme risks that were identified in the programme Risk Log and need to be escalated to Management. You may refer to the programme Risk Log for a complete list and description of risks and corresponding actions.>

| **ID** | **Category[[10]](#footnote-10)** | **Risk Name** | **Risk Description & Details** | **Status[[11]](#footnote-11)** | **Likelihood**[[12]](#footnote-12) | **Impact**[[13]](#footnote-13) | **Risk Level** [[14]](#footnote-14) | **Risk Owner** | **Risk Response Strategy[[15]](#footnote-15)** | **Action Details** | **Target Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

## Major Issues and Actions Taken

*<This section should give an overview of the major programme issues (to be escalated to Management), aligned with the programme Issue Log.* *You may refer to the Issue Log for a complete list and description of issues and corresponding actions>*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Category1**6 | **Issue Name** | **Issue Description & Details** | **Status[[16]](#footnote-16)** | **Action Details** | **Urgency[[17]](#footnote-17)** | **Impact[[18]](#footnote-18)** | **Size[[19]](#footnote-19)** | **Target Date** | **Issue Owner** |
|  |  |  |  |  |  |  |  |  |  |  |

## Other On-going and Planned Actions

*<This section is optional, and the objective is to detail further actions currently on-going or planned to be done in the next reporting period, if relevant.>*

|  |  |  |
| --- | --- | --- |
| **Actions** | **Due date** | **Who & Comments** |
|  |  |  |
|  |  |  |

## Achievements

<This section is optional, and the objective is to provide an overview of what has been achieved that have not been yet referred in this document. It should focus exclusively on the reporting period.>

|  |  |
| --- | --- |
| **Programme Highlights / Achievements** | **Comments** |
|  |  |
|  |  |

# Appendix 1: References and Related Documents

<Use this section to reference (or append if needed in a separate annex) any relevant or additional information. Specify each reference or related document by title, version (if applicable), date, and source (e.g., the location of the document or the publishing organisation).>

|  |  |  |
| --- | --- | --- |
| **ID** | **Reference or Related Document** | **Source or Link/Location** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

1. Also known as Budget at Completion (BAC). [↑](#footnote-ref-1)
2. The quantification of effort should be measured until the end of last week. [↑](#footnote-ref-2)
3. Earned value=Planned effort\*% of completion [↑](#footnote-ref-3)
4. Ratio= Progress / Planned effort/ \*100 (R<100%=****; R>100%=) [↑](#footnote-ref-4)
5. Ratio= Progress /Actual effort \* 100 (R<100%=; R>100%=) [↑](#footnote-ref-5)
6. Categorize the changes. Examples of categories are: new requirement, technical, issue or risk related, business improvement, etc. [↑](#footnote-ref-6)
7. The Change Status can assume the following states: Submitted; Investigating; Waiting For Approval; Approved; Rejected; Postponed; Merged; Implemented [↑](#footnote-ref-7)
8. Size represents the effort related to the change implementation and the possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low [↑](#footnote-ref-8)
9. Priority is a numeric value given to a programme change to classify its relative importance in comparison to other changes and the possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low [↑](#footnote-ref-9)
10. Categories of risks / issues related to the area affected by the risk / issue (e.g. Business, IT, People & Organisation, External and Legal). [↑](#footnote-ref-10)
11. The risk status can be any of the following: Proposed; Investigating; Waiting for Approval; Approved; Rejected; Closed. [↑](#footnote-ref-11)
12. A numeric value denoting the estimate of the probability that the risk will occur. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-12)
13. A numeric value denoting the severity of the impact of the risk (should it occur). The possible values are. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-13)
14. The risk level is the product of the likelihood and impact (RL=L\*I). [↑](#footnote-ref-14)
15. The possible risk response strategies are: Avoid/ Transfer or Share/ Reduce / Accept. [↑](#footnote-ref-15)
16. The issue status can be any of the following: Open; Postponed; Resolved; Closed. [↑](#footnote-ref-16)
17. A numeric value denoting the urgency of the issue. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-17)
18. A numeric value denoting the severity / impact of the issue. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-18)
19. Issue size represents the effort related to the issue resolution. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-19)