

EFDC Corporate Performance Reporting

INSERT PROJECT NAME Progress Report

Project/Programme Information

Project/Programme	INSERT PROJECT NAME
Project Sponsor	INSERT PROJECT SPONSOR
Lead/Project Manager	INSERT PM/LEAD NAME
Reporting Period	Q1 – April to June 2024
Overall RAG Status	

Quarterly Progress Summary

Please provide a clear and concise summary of progress over the specific reporting quarter period.

This will ideally be set out with a short paragraph as a summary statement followed by bullet points for key highlights and lowlights in the reporting period.

Be mindful of your audience who may have limited knowledge of the project.

Project/Programme Description

Please include a short statement to explain what the project will deliver and the expected outcomes and benefits. No abbreviations to be used or technical language. Someone with no understanding of the project should be able to read it and understand the scope.

Looking back – Key Milestones

Date achieved

Looking ahead - Key Milestones

Date planned

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Budget Position

RAG Status



Supporting Commentary

Please use this space to describe the current financial position of your project. Please highlight any change that has or may impact the RAG status and any key activity that is being used to manage the current position.

Priority Risks and Issues

Risk Title

Risk Description

RAG Status

Mitigation



Issue Title

Issue Description

RAG Status

Mitigation

