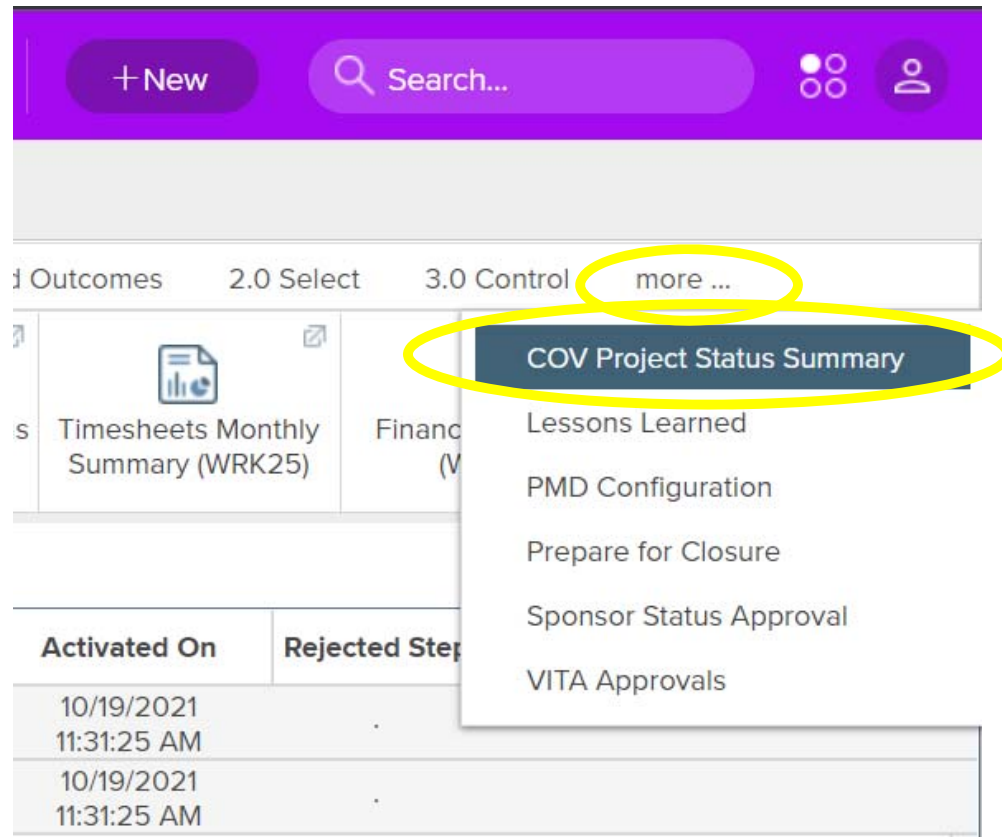


COV PROJECT STATUS SUMMARY

- Category 1 & 2: Monthly
- Category 3: Quarterly
- Category 4: Semi-annually (Jan & July)

Update fields on the CTP Form:

- Reporting Period
- 5 Key Status Indicators (KSI)
- Project % Complete
- Financial Planning Detail Update
- Work & Assignments (Sched.) Update
- PM Comments
- <<Project Sponsor Assessment>>
- <<Secretariat Status Assessment>>



PROJECT STATUS: FINANCIAL PLANNING DETAIL

- Use Actual/Forecast (forecast) version!
- Update each budget category with Actual Spend to date.
 - Overwrite the forecasted spend amount with the actual spend amount.
 - Monthly, or Quarterly (Cat 3), or two Quarters (Cat 4)
 - Leave future (forecasted) amounts unchanged.

Detail ▼	All Available Account Lines ▼	Currency	Unit	FY	Focus Control
▼ Description	Measures	Q1 2022	Oct 2021	Nov 2	
▼ Type: Budget Plan - Costs	USD	89,506	279,246	29,8	
> Internal Staff Labor	USD	30,864	55,679	10,2	
> Services	USD	58,642	223,567	19,5	
> Software Tools	USD				

PROJECT STATUS: WORK AND ASSIGNMENTS

- Use Column Set 3. Project – Track Progress
- Update each task / milestone with Actual Start, % Complete, Actual Finish

←		★	⋮	Project Child Support Payment Processing	View Work and Assignments (Schedule)	
📅 Schedule ▼		📊 3. Project - Track Progress ▼		📅 Planning & Scheduling Baseline ▼		
	Line #	> Name	Actual Start	Percent Complete	Actual Finish	Du
⋮	1	▼ Project: Child Support Payment Proces...	3/31/2021	29		
⋮	2	- Work: Project Kickoff	3/31/2021	100	3/31/2021	
⋮	3	- Work: Develop Project Documentati...	3/31/2021	100	4/1/2021	
⋮	4	- Work: Requirements Validation	4/12/2021	100	5/27/2021	
⋮	5	- Work: Hardware Procurement	4/14/2021	50		
⋮	6	- Work: Design	5/28/2021	85		