# [*Project*] Monthly Project Review (MPR) *Month and year*

**Summary**

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| **Project description**  *A short summary, appropriate for someone with no prior knowledge of the project* |  |
| **Project phase** |  |
| **Overall Project BRAG status** | *(change as appropriate)* |
| **Author/s** |  |

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| **Highlights to Leadership team and Project Sponsor:**  *Items to highlight for the attention of the Leadership team or Sponsor, and require their decision or advice. Eg. escalation of risks/issues; slippage of timescale; change of scope* |  |
| **Stakeholder feedback** |  |

**Risks and Issues** – Update each month as appropriate and highlight any risks/issues that require escalation.

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| **Risks** | | | |
| **Description** Include: event, cause & consequence | | **Risk Response (SMART)** Start each statement with either Mitigate, Tolerate or Escalate | |
|  | **Gross RAG** |  | **Residual RAG** |
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| **Issues** | | | |
| **Description** Include: event, cause & consequence | | **Issue Response (SMART)** Start each statement with either Mitigate, Tolerate or Escalate | |
|  | **Gross RAG** |  | **Residual RAG** |
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**Progress update**

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| **Key Deliverables (From Charter, IWP or other scoping sources)** | **Update on progress** | **Target Date** | **BRAG** |
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| **Next major milestone** |  | | |
| **Key planned activity since last report (use project timeline)** | **Resp** |  | **Comments** |
|  |  | **BRAG** |  |
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| **Key planned activity for next report (use project timeline)** | **Resp** |  | **Comments** |
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| **Project Benefits/Drivers** | **Forecast Deliverability to Plan** | **Target Date** | BRAG |
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# Key to BRAG status (Blue, Red, Amber, Green)

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| **Overall Project Status** | Blue | Green | Amber | Red |
| **Definition** | n/a | Project on target to meet approved objectives, timeline and budget | The project has challenges, which are having a negative effect on project performance, but which are considered manageable and can be dealt with by the practitioner | The project has significant problems and requires corrective action |
| **Action Required** | n/a | No action needed | Raise awareness with the Project Board | Escalate to the Project Board |

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| **BRAG Status Criteria** | **Blue** | **Green** | **Amber** | **Red** |
| **Budget** | n/a | Forecast to complete within approved budget | Forecast over budget by +<5% | Forecast over budget by >5% |
| **Timeline** | Completed / delivered | Forecast to deliver on target | Forecast delay – Project Board approved and minimal impact to business | Forecast delay – end date critical to business |
| **Deliverables / Benefits** | Completed / delivered | Forecast to deliver to requirements | May not achieve all deliverables to expected standard/fully realise some of benefits | Planned actions or expected benefits cannot be delivered |
| **Risks and issues** | n/a | Up to 1 Amber risk / issue | 2 or more Amber risks/issues | 1 or more Red risk/issue |
| **Stakeholder perception** | n/a | Positive | Some concerns | Negative |