Project board reporting checklist for political finance oversight institutions

Purpose

The Project Manager completes this checklist and submits it to the Project Board (PB), in advance of its next meeting. If reporting verbally instead, the same information should still be covered.

Checklist for project reporting

Project title			
Project manager			
Project sponsor			
PB meeting date			
Key project objectives			
Approved start date		Approved end date	
Delivery overview			
Going to plan?	☐ Yes ☐ No		% Completed [Estimate]
Summary of project performance since last PB meeting, including milestones and outputs delivered			
Milestones and outputs due before the next PB meeting			
Outstanding actions from previous PB meeting(s)			
Budget status	Items	Estimated cost (including VAT)	Actual spend (including VAT)
Agreed project budget XX,XXX			
	Total	0	0

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Changes to estimated costs since previous PB (including details of the reason for the change, who approved it and when)	

Communications	
Communications activities/items delivered since previous PB	
Communications activities/items due in the next four weeks	

Risks and change	
Project risk rating	☐ Red ☐ Amber ☐ Green [Also known as a RAG rating]

Summary of residual risks (from the risk log with a high and very high RR)	Date raised	Risk summary	Controls	Risk score	Risk trend ⇔ ⇑ ⇓
Summary of issues (from issue log, with high impact/priority only)	Date raised	Issue summary	Corrective actions	Issue rate	Issue trend ⇔ ⇑ ⇓

Any attached documents?	☐ Yes – Change request	[Reference number]
	☐ Yes – Exception report	[Reference number]
	☐ Yes – Other document	[What is the document?]
	☐ No	-

Any significant matters for PB consideration?	
Any significant matters for PB escalation to a higher authority?	