

The following table shows an example of how to briefly summarize monitoring activities (Table 5).

PROJECT NAME:		PROJECT MANAGER:
Reporting period: Month of		Today's Date:
YES	NO	STATUS SUMMARY
Scope		
		1. Has the scope changed or are there changes pending?
		2. Have the deliverables/objectives changed?
		3. Is the quality of the deliverables being affected?
Time		
		4. Is a deliverable/milestone about to be missed?
		5. Has the estimated schedule changed?
		6. Are there new problems or risks which might impact on the schedule?
Cost		
		7. Are there any changes in the estimated costs the estimated costs?
		8. Are there any issues affecting the team's performance?
		9. Is there a problem with resources?

Explanation of "Yes" items: for every question answered "yes", provide an explanation and think about countermeasures.

Table 5: Example of a monitoring report