

Project Management – Project Monitoring

Purpose

This template is used for the conduct of a project risk review by an independent reviewer e.g. a member of the Project Management Office.
The template is completed by the person conducting the project review

1. Project Details

Project Title	Client	Project Manager	Sales Manager	Contract Type	Review Date	Client Contact

2. Summary of Obligations to Client

Item	Deliverable

3. Project Establishment

PMP	Contract	Financial Tracking	Issue Management	Risk Management	Change Management	Configuration Management	Resources Allocated	Quality Plan	Client Communications	Internal Team Communication
Drafted	Signed	Established	Established	Established	Established	Established	Partial	Drafted	Subject to review	Established

Project Management – Project Monitoring

Insert any comments here

4. Third Party Management

Third Party	Relationship	Contract	Signed (Yes/No)
ABC Pty Ltd	Sub-Contractor	With Commercial for final review	No

Insert any comments here on Third Party Management

Project Management – Project Monitoring

5. Project Tracking

Planning Tool	Work Breakdown Detail	Tracking Method	Tracking Frequency	Re-Plan Frequency
MS Project	Established	Excel - Time sheet input	Weekly	Fortnightly

Insert any comments here on how the project is being tracked