|  |  |
| --- | --- |
| Period Ending: |  |
| Quarterly Status Rating: **Current rating to be determined at Project Review meeting** | |
| Previous Month | **Current Month** |
| Red Amber Green | Red Amber Green |

**Red: There are significant issues that require the project to be stopped or delayed until resolution is achieved.**

**Amber: The project has issues which if not addressed now will have the potential to escalate to the Red rating.**

**Green: The project is progressing as planned with no current issues that will delay delivery within budget.**

|  |  |
| --- | --- |
| Project Sponsor: |  |
| Sponsor’s Agent: |  |
| Project Manager: |  |
| Contact Number: |  |
| Project No: |  |
| Project Title: |  |
| Project Description: | |
|  | |
| Proposed Procurement Strategy: | |
|  | |

|  |  |
| --- | --- |
| **Task** | **Scheduled Completion Date** |
| **Preliminaries** |  |
| **Design** |  |
| **Procurement** |  |
| **Construction** |  |

**\*\*\*Please note the recent changes to the Building Australia Signage Guidelines. \*\*\***

The updated guidelines, along with templates can be found at <https://investment.infrastructure.‌gov.au/resources-funding-recipients/signage-guidelines>. The new sign for Black Spot Projects can be found on page 26. Final proofs of signs are to be submitted to [events@infrastructure.gov.au](mailto:events@infrastructure.gov.au) for approval prior to production and installation. ***Signage must be erected prior to construction commencing.***

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| Risks/Issues: | |
| This is a summary of key project risks or issues for discussion with the Project Sponsor at Project Review meetings. Risk assessments and plans must be regularly reviewed and updated throughout the project life cycle. | |
| **Risk**  [Example: Project delay due to compulsory land acquisition.] | **Action**  [Example: Early involvement of Property Services to manage acquisition process. Regular review of status. Identify contingency options.] |
|  |  |
| **Issues** | **Action** |
|  |  |
| **Issues** | **Action** |
|  |  |

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| Status of Project – Current Quarter | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Activities Expected - Next Quarter** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **TOTAL PROJECT – FINANCIAL** | | | | | | | | | | | | | | |
| **Approved Total Project Cost Limit** | | | | | | $ | | | | | | | | |
| **Estimated Project completion date** | | | | | |  | | | | | | | | |
| **Expenditure History (if applicable):** | | | | | |  | | | | | | | | |
|  | | |  | | | **Total Project Costs** | | | | | | | | |
| **Actual spend.** | | | **2023/24** | | | $ | | | | | | | | |
| **Proposed Project Expenditure** | | | **2024/25** | | | $ | | | | | | | | |
| **2025/26** | | | $ | | | | | | | | |
| **Total Proposed Expenditure** | | | | | | $ | | | | | | | | |
| **EXPENDITURE - CURRENT FINANCIAL YEAR** | | | | | | | | | | | | | | |
|  | | ***Approved Expenditure*** | | | **$** | | | ***Revised Approved Expenditure:*** | | **$** | | ***Change to:*** | | **$** |
| **Reason for Variation:** | |  | | | | | | | | | | | | |
| **Expenditure Cash flow:** | | | | | | | | | | | | | | |
|  | **July** | | | **August** | | | **September** | | **October** | | **November** | | **December** | |
| **Estimated** | $ | | | $ | | | $ | | $ | | $ | | $ | |
| **Actual** | $ | | | $ | | | $ | | $ | | $ | | $ | |
|  | **January** | | | **February** | | | **March** | | **April** | | **May** | | **June** | |
| **Estimated** | $ | | | $ | | | $ | | $ | | $ | | $ | |
| **Actual** | $ | | | $ | | | $ | | $ | | $ | | $ | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EXPENDITURE – NEXT FINANCIAL YEAR | | | | | | | | | | | | | | |
|  | | ***Approved Expenditure*** | | | **$** | | | ***Revised Approved Expenditure:*** | | **$** | | ***Change to:*** | | **$** |
| **Reason for Variation:** | |  | | | | | | | | | | | | |
| **Expenditure Cash flow:** | | | | | | | | | | | | | | |
|  | **July** | | **August** | | | **September** | | | **October** | | **November** | | **December** | |
| **Estimated** | $ | | $ | | | $ | | | $ | | $ | | $ | |
| **Actual** | $ | | $ | | | $ | | | $ | | $ | | $ | |
|  | **January** | | **February** | | | **March** | | | **April** | | **May** | | **June** | |
| **Estimated** | $ | | $ | | | $ | | | $ | | $ | | $ | |
| **Actual** | $ | | $ | | | $ | | | $ | | $ | | $ | |
| **Project Estimate Record** | | | | | | | | | | | | | | |
| Following are the minimum formal estimates required on major infrastructure projects.  Please record formal estimates, as they become known. | | | | | | | | | | | | | | |
|  | | | | Due | | | **Estimate** | | | | **Estimate Number** | | | |
| **1. Concept Estimate** | | | | | | | | | | | | | | |
| 1.1 Review 1 | | | |  | | |  | | | |  | | | |
| 1.2 Review 2 | | | |  | | |  | | | |  | | | |
| **2. Planning Estimate** | | | | | | | | | | | | | | |
| 2.1 Review 1 | | | |  | | |  | | | |  | | | |
| 2.2 Review 2 | | | |  | | |  | | | |  | | | |
| **3. Detailed Estimate** | | | | | | | | | | | | | | |
| 4.1 Review 1 | | | |  | | |  | | | |  | | | |
| 4.2 Review 2 | | | |  | | |  | | | |  | | | |
| **4. Pre-Tender Estimate** | | | |  | | |  | | | |  | | | |
| **5. Final Cost** | | | |  | | |  | | | |  | | | |

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| --- | --- | --- | --- |
| Log of Approved Variations | | | |
| **No.** | **Variation to:**  **Time/Cost/Scope** | **Date of Sponsor Approval** | **Reason for Variation** |
|  |  |  |  |
|  |  |  |  |
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