This is an EXAMPLE form only.

Please refer Project Status Template to complete and email to [TIS.AGNotifications@stategrowth.tas.gov.au](mailto:TIS.AGNotifications@stategrowth.tas.gov.au)

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| **PROJECT TITLE:** EXAMPLE PROJECT X | |
| **Current Month Activities: (Reporting Period)** | What activities were carried out in the month? Examples include:   * Contract was awarded and milestone #1 was met. * Construction of Materials X were completed by external party X. |
| **Next Month Activities:** | What activities are scheduled for next month? Examples include:   * Survey new Section X and commence design of Section X. * Commence car park and roadworks construction * Ongoing construction to meet milestone #1 by end of month |
| **Key Risks/Issues** | What are the current risks for the project? Consider the risks that could affect the completion time of the project, meeting project milestones or running over budget. If a risk is identified, what action is being taken to address this? Examples include:   * Issue: Electricity poles need to be moved to allow the works to be completed. * Action: Contractor in discussion with electricity provider to move poles. * If there are no risks/issues, write ‘Nothing to report’. |
| **Media/Stakeholder events** | Are there media/stakeholder events coming up in relation to the project? Examples include:   * Minister X visiting in Month X to inspect the bridge works. * Grand Opening of Bridge X is to be held in Month X. * If there are no media/stakeholder events, write ‘Nothing to report’ |
| **Future Milestones** | What future milestones are coming up? Future milestones are milestones that are yet to be achieved. Examples include:   * Practical Completion in X and Post Completion in X. * Future milestones are currently on track and will be met as per the Grant Deed. * If there are no more milestones to meet, write ‘Nothing to report’. |