This is an EXAMPLE form only.

Please refer Project Status Template to complete and email to 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.
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| **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
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| **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’.
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| **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’
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| **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’.
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