

Monthly Monitoring Form

PROJECT NAME	PROJECT MANAGER	AT START		CURRENT STATUS		ANALYSIS		FORECAST FINISH	
		t	\$	t	\$	t	\$	t	\$
		Original due date	Planned total cost	% complete	Spend to date	SPI (% late)	CPI (% overspent per task)	Estimated completion date	Estimated cost at completion
INFO COMES FROM:		Plan/proposal		Gantt	Cost system	Gantt	Gantt + plan + cost system	Judgement based on knowledge of the real nature of the problems encountered so far	

To be completed for all projects, once a month. (Note: Look for changes month to month – either sudden surprises or gradual creep)