**PROJECT PORTFOLIO SCORECARD TEMPLATE**

PROJECT MANAGEMENT OVERVIEW

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| OVERVIEW | PLANNED | ACTUAL | PLANNED LESS ACTUAL | COMMENTARY | OVERALL RISK ANALYSIS OUTCOMES | OVERALL BUDGET IMPACT | OVERALL COST BENEFIT ANALYSIS |
| **TOTAL NUMBER OF PROJECTS COMPLETE** | **0** | **0** | **0** |  |  |  |  |
| **TOTAL TIME TO MOBILIZE IN HOURS** | **0** | **0** | **0** |  |   |  |  |
| **TOTAL QUALITY INDEX MEASURES** | **0** | **0** | **0** |  |   |  |  |
| **TOTAL PORTFOLIO COST SAVINGS** | **$0** | **$0** | **$0** |  |  |  |  |

PROJECTS AND KEY PERFORMANCE INDICATORS (KPIs)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECTS | PRIORITY | STATUS | PLANNED | ACTUAL | PLANNED LESS ACTUAL | OWNER | COMMENTARY | OUTCOMES OF RISK ANALYSIS | BUDGET IMPACT | COST BENEFIT ANALYSIS | DATE MODIFIED |
| PROJECT ALPHA |
| *Costs/Savings Realized ($)* | **LOW** | **YELLOW** | $  | $  | $  |   |   |   |   |   | MM/DD/YY |
| *Scheduled Hours (hours)* | **MEDIUM** | **RED** | 0 | 0 | 0 |   |   |   |   |   | MM/DD/YY |
| *Quality Index (1-100)* | **HIGH** | **GREY** | 0 | 0 | 0 |   |   |   |   |   | MM/DD/YY |
| *Key Performance Measure* | **LOW** | **GREEN** |   |   |   |   |   |   |   |   | MM/DD/YY |
| *Key Performance Measure* | **HIGH** | **GREEN** |   |   |   |   |   |   |   |   | MM/DD/YY |
| PROJECT BETA |
| *Costs/Savings Realized ($)* | **HIGH** | **YELLOW** | $  | $  | $  |   |   |   |   |   | MM/DD/YY |
| *Scheduled Hours (hours)* | **MEDIUM** | **GREY** | 0 | 0 | 0 |   |   |   |   |   | MM/DD/YY |
| *Quality Index (1-100)* | **ON HOLD** | **GREEN** | 0 | 0 | 0 |   |   |   |   |   | MM/DD/YY |
| *Key Performance Measure* | **MEDIUM** | **GREEN** |   |   |   |   |   |   |   |   | MM/DD/YY |
| *Key Performance Measure* | **HIGH** | **YELLOW** |   |   |   |   |   |   |   |   | MM/DD/YY |
| PROJECT SIGMA |
| *Costs/Savings Realized ($)* | **MEDIUM** | **GREEN** | $  | $  | $  |   |   |   |   |   | MM/DD/YY |
| *Scheduled Hours (hours)* | **MEDIUM** | **RED** | 0 | 0 | 0 |   |   |   |   |   | MM/DD/YY |
| *Quality Index (1-100)* | **ON HOLD** | **GREY** | 0 | 0 | 0 |   |   |   |   |   | MM/DD/YY |
| *Key Performance Measure* | **HIGH** | **YELLOW** |   |   |   |   |   |   |   |   | MM/DD/YY |
| *Key Performance Measure* | **MEDIUM** | **GREEN** |   |   |   |   |   |   |   |   | MM/DD/YY |

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