[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=11203&utm_source=template-word&utm_medium=content&utm_campaign=Project+Scorecard-word-11203&lpa=Project+Scorecard+word+11203)**PROJECT SCORECARD TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT LEAD | PRIORITY | RESOURCES | BUDGET | ACTUAL | COST | RISK | NOTES |
| Project Alpha | Dave P. | **MEDIUM** | **MARGINAL** | $ | $ | **NOT MET** | **MEDIUM** |  |
| Project Delta | Candace W. | **LOW** | **INADEQUATE** | $ | $ | **MET** | **HIGH** |  |
| Project Sigma | Suzanne F. | **HIGH** | **MARGINAL** | $ | $ | **MET** | **LOW** |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **HIGH** | **ADEQUATE** | $ | $ | **MET** | **HIGH** |  |
|  |  | **HIGH** | **MARGINAL** | $ | $ | **NOT MET** | **MEDIUM** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PRIORITY |  | RESOURCES |  | COST |  | RISK |
| **HIGH** |  | **ADEQUATE** |  | **MET** |  | **HIGH** |
| **MEDIUM** |  | **MARGINAL** |  | **NOT MET** |  | **MEDIUM** |
| **LOW** |  | **INADEQUATE** |  |  |  | **LOW** |

|  |
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