



ACME Corporation

100 Innovation Drive, Suite 500, San Francisco, CA 94105
+1 (415) 555-0100 | contact@acme-corp.example

PROJECT STATUS REPORT

PROJECT OVERVIEW

Project Name	ERP System Migration		
Report Date	2025/04/30	Status	At Risk
Project Start	2024/10/01	Project End	2025/06/30
Phase	Testing	Completion %	78
Project Manager	James Whitfield	Client	Meridian Financial Group
Currency	USD		

BUDGET

Budget	420000.00	Spent	398000.00
Budget Remaining	22000.00	Budget Utilization	94.8%

EXECUTIVE SUMMARY

The ERP migration has reached the testing phase but is running at 95% of budget with 22% of work remaining. Integration testing has revealed unexpected data format discrepancies between the legacy and new systems. Scope creep in the reporting module has consumed 30 additional engineering days.

RISKS

- CRITICAL: Budget overrun likely without scope freeze
- Data integrity issues in 3 legacy tables require cleanup
- Year-end reporting freeze blocks production deployment until July 1
- Vendor support SLA expiry June 15 — renewal needed

NEXT STEPS

- Emergency scope review with steering committee
- Data cleanup sprint (May 1-15)

3. Regression testing for all financial reports

4. Production cutover planning

PROJECT TEAM

Name	Role	Department	Email	Allocation %
James Whitfield	Technical Lead	Engineering	j.whitfield@company.example	50
Amanda Torres	Business Analyst	Management	a.torres@company.example	75
Oliver Zhang	Data Engineer	Engineering	o.zhang@company.example	100
Marcus Whitley	QA Lead	QA	m.whitley@company.example	50

MILESTONES

Milestone	Due Date	Status	Completion %	Owner
Legacy Data Extraction	2024/12/20	Completed	78	James Whitfield
Data Transformation & Validation	2025/02/28	Delayed	78	Maria Fernandez
Core ERP Modules Live	2025/03/31	Delayed	78	James Whitfield
Reporting Module Complete	2025/04/30	In Progress	78	Oliver Zhang
Production Cutover	2025/06/30	Not Started	78	James Whitfield

This report covers the project status as of the report date. For questions, contact the project manager.