Project Management Office

# [Name of Project]

Date:

**Active Projects**

## 1. Project Name: (Percentage)

* **Scope:**
  + **Status:**
    - Point One
    - Point Two
* **Next Steps:**
  + Not Started, In Progress, or Complete

**New/Pending Projects**

## 1. Project Name: (Percentage)

* **Scope:** 
  + **Status:** 
    - Point One
    - Point Two
* **Next Steps:** 
  + Not Started, In Progress, or Complete

**Complete**

## Project Name: (Target Completion)

* **Scope:**
  + **Status:**