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:**