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# PMO Project Dashboard Template

## What is PMO Project Dashboard Template?

The PMO (Program Management Office) Project Dashboard Template is a customizable framework used by program managers and project teams to track, monitor, and report project progress, performance, and status in a structured and organized manner. The template provides a standardized format for collecting and presenting data on various aspects of the project, such as:

1. **Project Overview:** High-level information about the project, including its title, scope, objectives, and stakeholders.
2. **Scope:** Summary of the project's scope, including deliverables, milestones, and acceptance criteria.
3. **Schedule:** Timeline for the project, including key dates, deadlines, and dependencies.
4. **Budget:** Financial information related to the project, such as budget amounts, cost types, and allocation.
5. **Status:** Current status of the project, including progress made, issues encountered, and corrective actions taken.
6. **Risks:** Identification and assessment of potential risks, threats, or opportunities that may impact the project's success.
7. **Issues:** Log of outstanding issues, problems, or concerns that need to be addressed.
8. **Decisions:** Record of key decisions made during the project, including rationale and impact analysis.
9. **Lessons Learned:** Identification of best practices, successes, and areas for improvement.

The PMO Project Dashboard Template typically includes sections for:

1. **Project Summary\* \* (high-level overview)** - Project Schedule\* \* (Gantt chart or timeline view)
2. **Financials\* \* (budget tracking and variance analysis)** - Progress **(status updates and performance metrics)** - Risks & Issues\* \* (identification, assessment, and mitigation plans)
3. **Decisions & Actions\* \* (key decisions made and actions taken)** - Lessons Learned\* \* (post-project review and improvement plan)

By using a standardized PMO Project Dashboard Template, project teams can:

1. Improve communication among stakeholders
2. Enhance transparency and visibility of project progress
3. Identify and mitigate risks earlier
4. Make data-driven decisions
5. Document lessons learned for future projects

The template can be tailored to fit the specific needs and requirements of each project, program, or organization.

program, management, office, project, dashboard, template, schedule, budget, status, risks, issues, decisions, lessons, learned

# PMO Project Dashboard

## Dashboard Overview

**Date:** YYYY-MM-DD

**Prepared By:** Your Name

## Project Status Summary

### Project 1:

- **Status:** On Track | At Risk | Off Track
- **Completion:** XX%
- **Budget:** Spent XX% of Total
- **Risks:** Briefly list any significant risks.

### Project 2:

- **Status:** On Track | At Risk | Off Track
- **Completion:** XX%
- **Budget:** Spent XX% of Total
- **Risks:** Briefly list any significant risks.

## Detailed Project Information

### Project 1:

#### Milestones

- [ ] Milestone 1 - Due Date
- [ ] Milestone 2 - Due Date

#### Key Deliverables

- [ ] Deliverable 1 - Due Date
- [ ] Deliverable 2 - Due Date

#### Issues and Actions

- **Issue 1:** Description - Action - Owner
- **Issue 2:** Description - Action - Owner

### Project 2:

## Milestones

- [ ] Milestone 1 - Due Date
- [ ] Milestone 2 - Due Date

## Key Deliverables

- [ ] Deliverable 1 - Due Date
- [ ] Deliverable 2 - Due Date

## Issues and Actions

- **Issue 1:** Description - Action - Owner
- **Issue 2:** Description - Action - Owner

## Resource Allocation

### Project 1:

- **Resource 1:** Assigned Task - % Allocation
- **Resource 2:** Assigned Task - % Allocation

### Project 2:

- **Resource 1:** Assigned Task - % Allocation
- **Resource 2:** Assigned Task - % Allocation

## Notes

Include any additional notes or comments that provide context or explanations for the project data.

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*This project dashboard is a tool for the PMO to track the progress, budget, and status of projects within the organization.*



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- [Project management](#)

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