

# Performance Monitoring Template

## Capital Budget Plan

### Project Information

Project Name	
Project Manager	
Department	
Approval Date	
Project Start Date	
Project End Date	

### Budget Summary

Budget Item	Planned Amount	Actual Amount	Variance	Remarks
Equipment				
Construction				
Consultants				
Other				
<b>Total</b>				

### Milestone Monitoring

Milestone	Target Date	Actual Date	Status	Remarks

### Performance Indicators

Indicator	Target	Actual	Status	Remarks

### Issues & Actions

Issue	Action Taken	Responsible	Deadline	Status

### Review & Comments

Date	Reviewer	Comments

## **Important Notes**

- This template should be updated regularly to reflect current project status.
- Ensure all variances are explained and justified in the remarks section.
- Use objective and measurable indicators for performance monitoring.
- Timely identification and resolution of issues help mitigate project risks.
- Document all review comments for accountability and audit purposes.