

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				
Total				

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.