




Instructions

Risk register rating

Rating	Probability
3 (High)	Occurrence probability is very high or high
2 (Medium)	Occurrence is probable
1 (Low)	Occurrence is of low probability

Project health indicators

	1	On track according to the plan and no major road blocks identified
	2	Up to 10 % deviation from the plan, but mitigated actions activated, and its expected to get the deliverables back on track according to the plan
	3	Deviation from the plan is greater then 10% or it is known that Project will not be delivered according to the plan unless significant changes are made

Percentage in Done with below provided explanations:

0% - project is not started	
1% - project is started	
25% - specification provided	
30% - specification of requirement is aligned	
45% - development in progress	
60% - development is done	
90% - acceptance testing in progress	
100% - acceptance note is signed-off	

Milestone description

Preparing RS	Preparation of specification of requirements (on Supplier's side)
Approval RS	Approval of specification of requirements (on Bank side)
PATCH	Installation package preparation and transfer to Bank test environme
UAT	User Acceptance Testing (Bank)
Training	Trainings inf progress
Waiting deploy prod	Software deliverable after completed UAT, waiting planned window for deployment into production environemnt (Bank)

1. Report should be prepared by every beginning of new month for previous month and uploaded to DocMan.
 2. The link to the report kept on DocMan should be included in the email and sent to Bank.
 3. RAID. Newly identified risks, assumptions, issues, and dependencies that are related to particular work stream or whole Programme have to be reported every week in status report.
- Only risks and issues that status is OPEN have to be listed in this report Risk register.

Definitions

Risk	Risk is understood as a situation that can have an adverse effect on Programme/ Project results. Risk refers to the combined likelihood the event will occur and the impact on
Assumption	Any factors that you are assuming to be in place that will contribute to the successful result of Programme/ Project. The register includes details of the assumption, the reason it is
Issue	Something that is going wrong in the Programme and needs managing. Failure to manage issues may result in poor delivery or even failure. The register includes descriptions of
Dependency	Any event or work that are either dependent on the result of Programme, or Programme will depend on that event or work.
Probability	Measure of the likelihood that a certain risk will occur and negatively affect the project.
Impact	Measure of the anticipated degree of impact that the risk, if it occurs, will have on the Programme/Project (schedule, cost and scope).

Monthly status report

Customer: <...>
Data: 2022-XX-XX

Project name	Project description	Priority	Health	Overall status	Progress	Progress %	Next milestone	Schedule	Opened issues				Supplier's comments	Questions to the Bank	Bank response	Supplier's PM	Bank PM
									H	M	L						
Name with JIRA Link <...>	Short description <...>	Normal	<div></div>	In progress	In specification	1%	Preparing RS	2022/01/01	On track	0	0	0	<...>	If any <...>	If was questions	PM Name_1	PM Name_2
Name with JIRA Link <...>	Short description <...>	High	<div></div>	Completed	In development	30%	Approval RS	2022/01/01	Delayed	0	0	0	<...>	If any <...>	If was questions	List TBC	List TBC
Name with JIRA Link <...>	Short description <...>	Low	<div></div>	To be started	Training	60%	UAT	2022/01/01	On track	0	0	0	<...>	If any <...>	If was questions	List TBC	List TBC
Name with JIRA Link <...>	Short description <...>	High	<div></div>	To be started	Training	90%	Training	2022/01/01	On track	0	0	0	<...>	If any <...>	If was questions	List TBC	List TBC
Name with JIRA Link <...>	Short description <...>	Normal	<div></div>	In progress	Completed	100%	Waiting deploy prod	2022/01/01	On track	0	0	0	<...>	If any <...>	If was questions	List TBC	List TBC

Risk register

Customer: <...>
Data: 2022-XX-XX

No.	Related Project	Date	RAID type	Impact	Related Work Stream	Probability, %	Description of the risk	Actions to be taken	Responsible	Status
1	Name with JIRA Link <...>	2022/01/01	Risk	Medium			Detailed description <...>	To agree <...>	Bank + Supplier	Open
2										
3										
4										
5										
6										
7										
8										
9										

[illegible]

Comment: Overall status is calculated automatically according to the status of all milestones in all countries

 Automatically filled cells

Work Stream	Project	Overall status	I - Business Analysis Phase - software specification				II - Design Phase - solution detailed design				III - Build Phase - solution development				IV - Testing Phase - UAT passed and signed-off				V - Training Phase				VI - GO-Live Phase - implementation to production				VII - Solution Documentation Phase				Final Sign-off / Work Orders Closure													
			Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status	Plan due date	Activities status	Comment on status													
1. Stream: IPS core	1. <-->	<div><div></div></div> 0%	Preparation of Software requirements specification	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	0%	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%	<-->	2022-XX-XX	<div><div></div></div> 0%									
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4. Stream: Monitoring, unavailability management and pre-authorization	4. <-->	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%	0%	2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%		2022-XX-XX	<div><div></div></div> 0%									
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Acceptance Management

No	Final Deliverable	Related Project/ Work order	Bank Work Stream Lead Approval	OSC status	Date
1	Business Analysis Phase	No. <...>	Yes	Signed-off by OSC	2022-XX-XX
2	<...>	No. <...>	No	Waiting OSC sign-off	
3			No	Waiting OSC sign-off	
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127			No	Waiting OSC sign-off	



Change requests status

Customer: <...>
Date: 2022-XX-XX

JIRA Key	Priority	Status	Confirmed by OSC date	Due date for delivery	Comment / status
JIRA	Medium	Waiting sign-off	9/1/2021	6/1/2022	<...>
JIRA	High	Analyzing			<...>
JIRA	Low	Continue as new project	9/3/2021	6/2/2022	Name with JIRA Link <...>