# Portfolio Level Summary

Portfolio	Projects_Total	On_Track	Exception	Completed	Benefit_Value	Costs	Open_Risks	Open_Issues	Overdue_Tasks	Risk_Total
Dept Employment Services	16	10	3	0	£60,000	£80,000	78	0	84	184.1
Dept Finance	6	3	1	0	£175,000	£805,000	23	8	30	51.8
Dept Information Services	12	4	1	2	£95,000	£125,000	30	0	27	77.2
Total	**Total Number of projects**	**Number on Track**	**Number in Exception**	**No Completed**	**Benefit Value**	**Costs**	**Open Risks**	**Open Issues**	**Overdue Tasks**	**Risk level**
Total	34	17	5	2	£330,000	£1,010,000	131	8	141	313.1

Risk level split
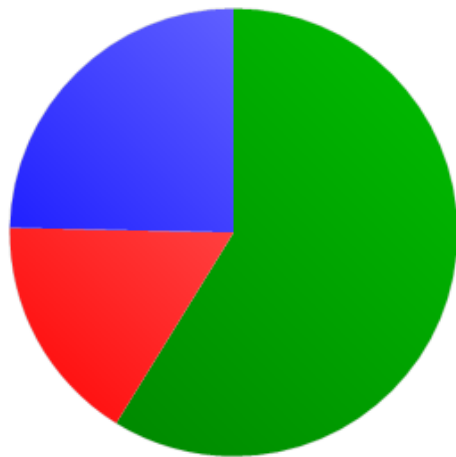
Key

- Dept Employment Services (184.05) (58.8%)
- Dept Finance (51.8) (16.5%)
- Dept Information Services (77.2) (24.7%)

% complete by Portfolio

Task	Percent Complete
	44.3
Dept Employment Services	26.6
Dept Finance	51.1
Dept Information Services	55.1

Multi-Portfolio Report

Operational Risks

Risk							Response			
Project Name	**Cause**	**Category**	**Comment**	**Status**	**Owner**	**Residual Risk Rating**	**Description**	**Actionee**	**Date Allocated**	**Date Due**
New service provision	unavailability of moving companies during our desired week	Operational		Open	malcolm west	8				
New service provision	there may be a lack of resource	Operational	sdogsoidgSDGsd d fhadjadf jaf gj	Closed	Susan	6	delay then start	Susan	05/07/2017 11:57:04	20/07/2017 11:58:07
							take on ore staff	[Karl]	05/07/2017 11:58:19	16/08/2017 11:58:37
PRINCE2 example	this new risk	Operational	using inherent	Action Pending	malcolm west	14				
CRM replacement	new risk April	Operational		Closed	Katy	10.5				
CRM replacement	new risk April	Operational		Closed	Katy	10.5				
PRINCE2 example	this new risk	Operational	using inherent	Action Pending	malcolm west	14				

Portfolio: Dept Employment Services

Milestone Summary
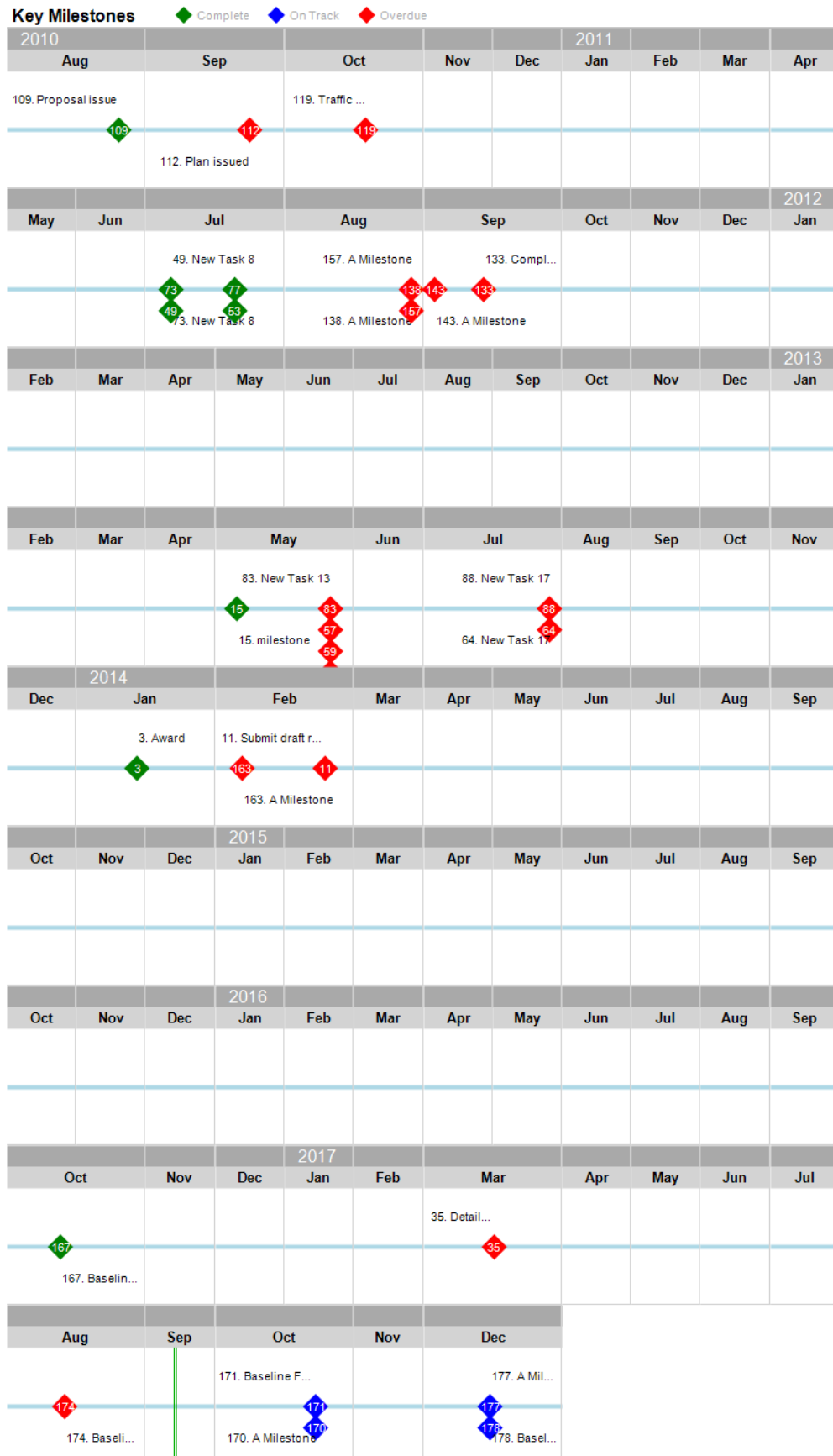
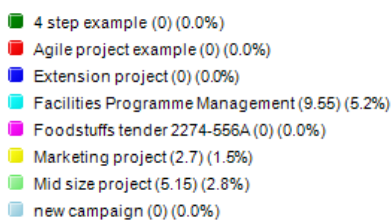| Task ID	Project	Task Name	% Complete	Comment	Description	Finish <
109	new large project	Proposal issue	100			27/08/2010
112	new large project	Plan issued	0			24/09/2010
119	new large project	Traffic Diversion application approved	0			19/10/2010
73	New Product Dev	New Task 8	100			05/07/2011
49	Product Launch	New Task 8	100			05/07/2011
77	New Product Dev	New Task 3	100			21/07/2011
53	Product Launch	New Task 3	100			21/07/2011
138	4 step example	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	31/08/2011
157	Extension project	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	31/08/2011
143	Agile project example	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	01/09/2011
133	new large project	Completion	0			13/09/2011
15	Mid size project	milestone	100			03/05/2013
83	New Product Dev	New Task 13	0			28/05/2013
57	Product Launch	New Task 7	0			28/05/2013
59	Product Launch	New Task 13	0			28/05/2013
81	New Product Dev	New Task 7	0			28/05/2013
88	New Product Dev	New Task 17	0			31/07/2013
64	Product Launch	New Task 17	0			31/07/2013
3	Marketing project	Award	100			14/01/2014
163	new campaign	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	04/02/2014
11	Marketing project	Submit draft report	0			24/02/2014
167	New employment service provision	Baseline Start	100			12/10/2016
35	PRINCE2 example	Detailed Plan finalised and approved	0			16/03/2017
174	New service provision	Baseline Start	0			13/08/2017
171	New employment service provision	Baseline Finish	0			24/10/2017
170	New employment service provision	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	24/10/2017
177	New service provision	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	15/12/2017
178	New service provision	Baseline Finish	0			15/12/2017

Project Performance at project levels

Project	Project Status	Benefit Delivered Value	Budget_Costs	Plan Finish Date	Plan Open Issues	Plan Open Risks	Plan Overdue Tasks	Project Risk Level	Plan Progress To Date	Plan Percent Complete
4 step example	Not Started		£0	31 Aug 2011	1	1	3	0.0		3.3%
Agile project example	Not Started		£0	01 Sep 2011	1	1	3	0.0		7.0%
Extension project	On Track			31 Aug 2011	2	3	3	0.0		3.3%
Facilities Programme Management	On Track			29 Jan 2016	10	5	2	9.6		38.5%
Foodstuffs tender 2274-556A	Not Started			04 May 2011	0	0	1	0.0		0.0%
Marketing project	On Track			24 Feb 2014	1	2	4	2.7		57.8%
Mid size project	On Track			29 Jan 2016	1	3	4	5.2		50.0%
new campaign	On Track		£0	01 Jul 2014	2	1	5	0.0		6.8%
New employment service provision	Exception	£30,000	£30,000	24 Oct 2017	1	1	0	1.0	84.5%	75.0%
new large project	On Track			13 Sep 2011	1	1	20	0.0		32.0%
New Product Dev	Exception			30 Aug 2013	16	20	14	42.5		26.5%
New service provision	On Track	£30,000	£50,000	15 Dec 2017	1	10	1	50.0	100.0%	30.2%
PRINCE2 example	Exception			11 Apr 2017	8	10	8	30.8	34.4%	68.8%
Product Launch	On Track			30 Aug 2013	16	20	14	42.5		26.5%
Proposal BPCC	On Track			04 May 2011	0	0	1	0.0		0.0%
Smiths tender 5536T	On Track			04 May 2011	0	0	1	0.0		0.0%
Portfolio Level Summary	**Count of Unique Values**	**Benefit Value**	**Costs**		**Open Issues**	**Open Risks**	**Overdue Tasks**	**Risk Total**		
Portfolio level summary	Not Started (3) On Track (10) Exception (3)	£60,000	£80,000		61	78	84	184.1		

Project Risk Level

Project Risk Level

- 4 step example (0) (0.0%)
- Agile project example (0) (0.0%)
- Extension project (0) (0.0%)
- Facilities Programme Management (9.55) (5.2%)
- Foodstuffs tender 2274-556A (0) (0.0%)
- Marketing project (2.7) (1.5%)
- Mid size project (5.15) (2.8%)
- new campaign (0) (0.0%)
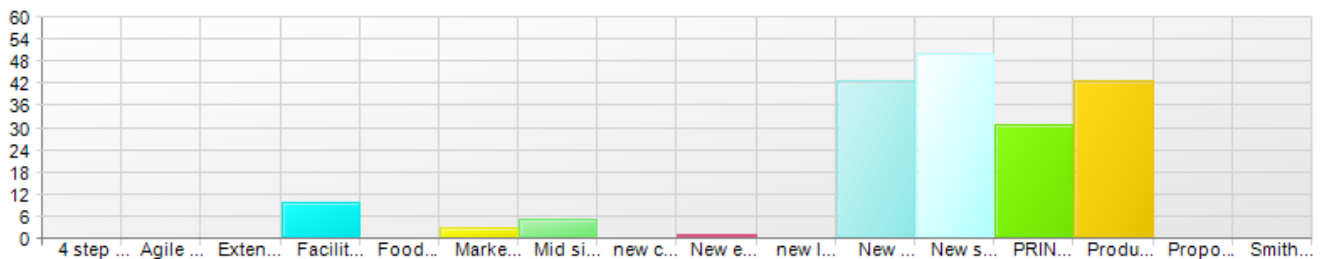
Portfolio: Dept Finance

Milestone Summary

Task ID	Project	Task Name	% Complete	Comment	Description	Finish <
51	new PF project	Proposal issue	100			27/08/2010
54	new PF project	Plan issued	0			24/09/2010
61	new PF project	Traffic Divertion application approved	0			19/10/2010
75	new PF project	Completion	0			13/09/2011
80	Another new PF project	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	23/01/2015
90	14th december project	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	01/01/2016
85	PF project 3	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	08/03/2016
3	CRM replacement	Baseline Start	100			03/05/2016
4	CRM replacement	Actual Start	100			03/05/2016
13	CRM replacement	A Milestone	100	Completed and signed off	this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	23/06/2016
18	CRM replacement	Completion	100	Signed off by Sponsor		30/03/2017
5	CRM replacement	Baseline Finish	0			12/10/2017
6	CRM replacement	Actual Finish	0			27/10/2017

Project Performance at project levels

Project	Project Status	Benefit Delivered Value	Budget_Costs	Plan Finish Date	Plan Open Issues	Plan Open Risks	Plan Overdue Tasks	Project Risk Level	Plan Progress To Date	Plan Percent Complete
14th december project		£0	£0	01 Jan 2016	1	1	3	0.0		0.0%
Another new PF project	Not Started	£0	£0	23 Jan 2015	1	1	3	0.0		0.0%
CRM replacement	On Track	£75,000	£125,000	27 Oct 2017	8	9	1	13.9	95.8%	94.6%
New Finances System	On Track			08 Jan 2016	1	5	0	23.2	0.0%	100.0%
new PF project	On Track	£100,000	£480,000	13 Sep 2011	1	4	20	8.2		32.0%
PF project 3	Exception	£0	£200,000	08 Mar 2016	1	3	3	6.5		53.3%
Portfolio Level Summary	**Count of Unique Values**	**Benefit Value**	**Costs**		**Open Issues**	**Open Risks**	**Overdue Tasks**	**Risk Total**		
Portfolio level summary	Not Started (1) On Track (3) Exception (1)	£175,000	£805,000		13	23	30	51.8		

PROJECT in a box Report

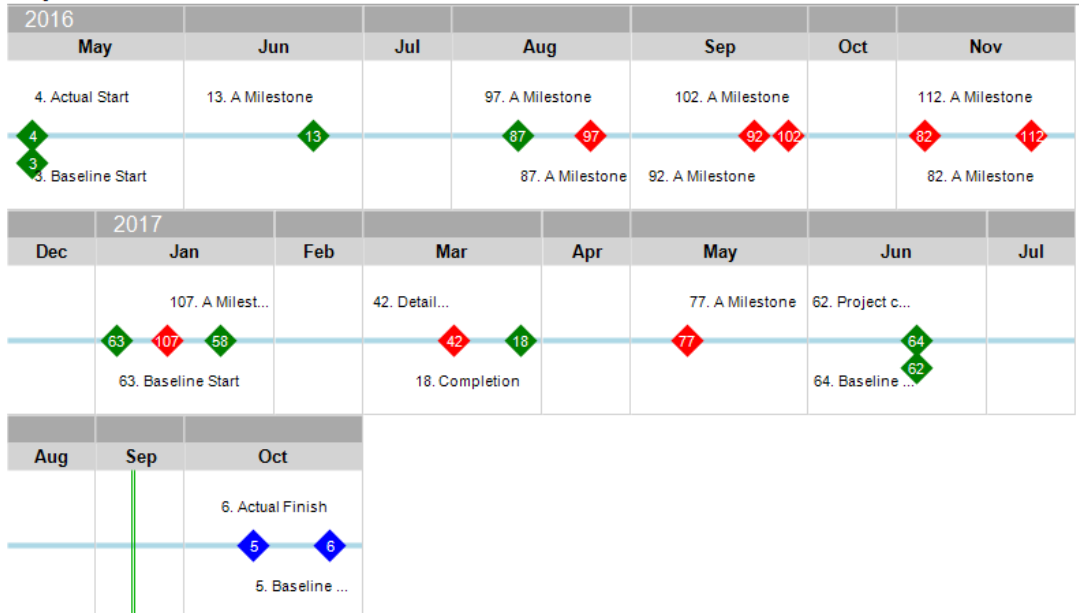## Project Risk Level
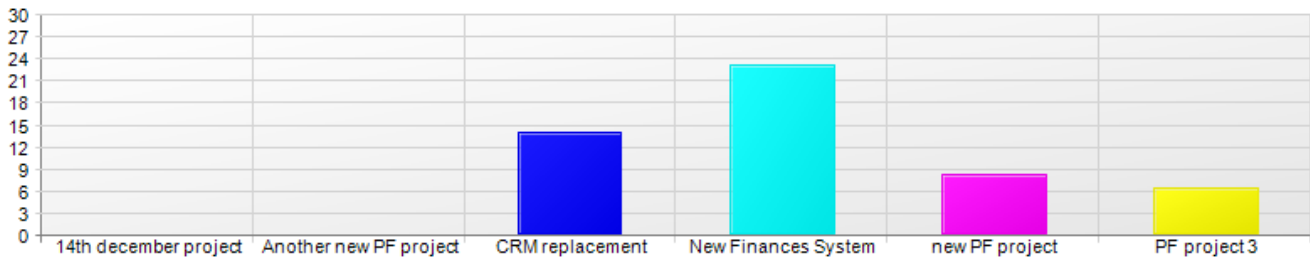
Project Risk Level

- 14th december project (0) (0.0%)
- Another new PF project (0) (0.0%)
- CRM replacement (13.9) (26.8%)
- New Finances System (23.2) (44.8%)
- new PF project (8.2) (15.8%)
- PF project 3 (6.5) (12.5%)

Portfolio: Dept Information Services

Milestone Summary

Task ID	Project	Task Name	% Complete	Comment	Description	Finish <
4	CRM replacement	Actual Start	100			03/05/2016
3	CRM replacement	Baseline Start	100			03/05/2016
13	CRM replacement	A Milestone	100	Completed and signed off	this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	23/06/2016
87	W8-Corporate services	A Milestone	100	This all went fine and was signed off accordingly	this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	11/08/2016
97	W8-New Product Development	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	26/08/2016
92	W8-New Business Development	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	22/09/2016
102	W8-UK head office	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	29/09/2016
82	W8-UK Northern Region	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	03/11/2016
112	W8-UK Warehouse	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	24/11/2016
63	Project Daisy	Baseline Start	100			02/01/2017
107	W8-UK Southern	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	12/01/2017
58	Project Daisy	Scope agreed	100		and signed off	23/01/2017
42	PRINCE2 example	Detailed Plan finalised and approved	0			16/03/2017
18	CRM replacement	Completion	100	Signed off by Sponsor		30/03/2017
77	Simple task	A Milestone	0		this task is set to zero duration to indicate it is a milestone, usually it would have no resources assigned to it.	09/05/2017
64	Project Daisy	Baseline Finish	100			19/06/2017
62	Project Daisy	Project complete	100			19/06/2017
5	CRM replacement	Baseline Finish	0			12/10/2017
6	CRM replacement	Actual Finish	0			27/10/2017

Multi-Portfolio Report
Project Performance at project levels

Project	Project Status	Benefit Delivered Value	Budget_Costs	Plan Finish Date	Plan Open Issues	Plan Open Risks	Plan Overdue Tasks	Project Risk Level	Plan Progress To Date	Plan Percent Complete
CRM replacement	On Track	£75,000	£125,000	27 Oct 2017	8	9	1	13.9	95.8%	94.6%
New Finances System	On Track			08 Jan 2016	1	5	0	23.2	0.0%	100.0%
PRINCE2 example	Exception			11 Apr 2017	8	10	8	30.8	34.4%	68.8%
Project Daisy	Completed	£20,000	£0	19 Jun 2017	1	2	1	2.8	67.0%	67.0%
Simple task	Not Started			09 May 2017	1	2	0	4.0	100.0%	33.3%
W8-Corporate services	Completed		£0	11 Aug 2016	0	0	0	0.0	100.0%	100.0%
W8-New Business Development	On Track		£0	22 Sep 2016	2	2	3	2.6	47.3%	47.3%
W8-New Product Development	On Track		£0	26 Aug 2016	1	0	2	0.0	56.7%	56.7%
W8-UK head office	Not Started		£0	29 Sep 2016	0	0	3	0.0	19.0%	19.0%
W8-UK Northern Region	Not Started		£0	03 Nov 2016	0	0	3	0.0	0.0%	0.0%
W8-UK Southern	Not Started		£0	12 Jan 2017	1	0	3	0.0	23.7%	23.7%
W8-UK Warehouse	Not Started		£0	24 Nov 2016	0	0	3	0.0	0.0%	0.0%
Portfolio Level Summary	**Count of Unique Values**	**Benefit Value**	**Costs**		**Open Issues**	**Open Risks**	**Overdue Tasks**	**Risk Total**		
Portfolio level summary	On Track (4) Exception (1) Completed (2) Not Started (5)	£95,000	£125,000		23	30	27	77.2		

Project Risk Level

Project Risk Level

- CRM replacement (13.9) (18.0%)
- New Finances System (23.2) (30.1%)
- PRINCE2 example (30.75) (39.8%)
- Project Daisy (2.75) (3.6%)
- Simple task (4) (5.2%)
- W8-Corporate services (0) (0.0%)
- W8-New Business Development (2.6) (3.4%)
- W8-New Product Development (0) (0.0%)