ATTACHMENT G
SAMPLE PERFORMANCE REPORT CARD TEMPLATE

Sample Monthly Report Card Part 1		
Report #	Contract SLA Requirements with Penalties	Criteria Met or Not Met
1.1	Deliverables provided on time and meeting all requirements of the Deliverables Management Plan	
1.2	Key Milestone Dates met	
1.3	Cooperation and Collaboration with other project entities	
1.4	Key Staffing Requirements	
Sample Monthly Report Card Part 2		
Report #	Performance Report Card (up to 25 line items per quarter)	Criteria Met or Not Met
2.1	Provide timely Project Schedule Updates to EPMO	
2.2	Provide timely Meeting Agendas and Minutes	
2.3	Maintain Project Documentation in PAR	