

Year	Month	Quarter	Activity	Objectives	Key Indicators	Progress	Costs	Budget	Actuals	Variance	Notes	Remarks	Analysis	Forecast	Conclusion	Recommendations	Approval	Date	Signature
2021	1	1	Project A	Task A1	90%	100%	1000	1000	1000	0	Completed	On schedule	On budget	On target	Positive	Continue	[Signature]	2021-01-15	[Signature]
2021	2	2	Project A	Task A2	80%	110%	1200	1100	-100	Under budget	Completed	On schedule	Under budget	On target	Positive	Continue	[Signature]	2021-02-15	[Signature]
2021	3	3	Project A	Task A3	70%	120%	1500	1300	-200	Under budget	Completed	On schedule	Under budget	On target	Positive	Continue	[Signature]	2021-03-15	[Signature]

Budget and actuals for the period 2021-01-01 to 2021-03-31. All values are in EUR. The budget is based on the approved plan and the actuals are based on the recorded data. The variance is calculated as the difference between the budget and the actuals. The analysis is based on the variance and the forecast is based on the trend. The conclusion is based on the analysis and the recommendations are based on the conclusion.