

On Time, On Budget, On Scope Definitions (OTOBOS)

DEFINITIONS

	GREEN	YELLOW	RED
	Optimal Performance (now and overall)	Not currently in line with the baseline, but within approved parameters	At risk of requiring new approvals. Not within approved parameters
TIME^{1,2} OT - On Time	<p>The project milestones are currently in line with the approved schedule.</p> <p>The overall project completion date will also be respected</p>	<p>The project milestones are not currently in line with the approved schedule, but the overall project completion date will be respected.</p> <p>A comment must support this entry.</p>	<p>The project milestones are not currently in line with the approved schedule, nor will the overall approved timeline be respected.</p> <p>An action plan must support this entry.</p>
BUDGET^{1,3} OB - On Budget	<p>The project current expenditures and forecasted expenditures are within the approved Expenditure and Project Authorities.</p>	<p>The project current expenditures are not in line with the plan, but the forecasted expenditures (including the risk allowance) do not exceed the Expenditure Authority or the Project Authority.</p> <p>A comment must support this entry.</p>	<p>The project current expenditures forecast exceed the Expenditure Authority or the Project Authority.</p> <p>An action plan must support this entry.</p>
SCOPE^{1,4} OS - On Scope	<p>The project requirements (scope) are known and requirements changes have no impact on the project.</p>	<p>The project requirements are not clear.</p> <p>The requirements changes may impact the project negatively.</p> <p>A comment must support this entry.</p>	<p>The project requirements are not known.</p> <p>The requirements changes will impact negatively the project.</p> <p>An action plan must support this entry.</p>

Note 1: All Key Performance Indicators (KPI) must be reported on using the latest approved authorities (current baseline).

Note 2: For OGD projects, the approved schedule is the one that has been discussed and agreed to with the Client, as per the PMP.

Note 3: For OGD projects, the budget authorities are the ones included in the SSA.

Note 4: For OGD projects, the approved scope is the one that has been discussed and agreed to with the Client, as per the PMP.

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EXAMPLES

	GREEN	YELLOW	RED
	Optimal Performance (now and overall)	Not currently in line with the baseline, but within approved parameters	At risk of requiring new approvals. Not within approved parameters
TIME	Schedule status should be measured against the approved baseline for the project, and the adherence to the schedule of deliverables		
	<ul style="list-style-type: none"> Project completion expected within planned schedule. The schedule is supported by progress to date and revised estimates to complete. 	<ul style="list-style-type: none"> Project completion may not be possible within planned schedule. The schedule is not supported by progress to date and revised estimates to complete. 	<ul style="list-style-type: none"> Project completion will not be possible within planned schedule. Scheduling decisions are required The schedule is known to be inaccurate.
BUDGET	Budget status should be measured against the approved baseline for the project.		
	<ul style="list-style-type: none"> Project completion expected within planned costs. The financial status is accurate, there is a high level of confidence in revised estimates 	<ul style="list-style-type: none"> Project completion may not be possible within planned cost. Additional funding and/or re-profiling may be required. The financial status may not be accurate 	<ul style="list-style-type: none"> Project completion will not be possible within planned cost. Funding decisions are required. The financial status is inaccurate, unknown, or unavailable.
SCOPE	Scope status should be measured against the approved baseline for the project.		
	<ul style="list-style-type: none"> Identified changes are not expected to negatively impact scope, cost or quality Agreements are in place for all the work currently being performed. Scope is clearly documented and the clients agree on the deliverables. A deliverable acceptance process is clearly defined A change request and contract management process is in place and is working well 	<ul style="list-style-type: none"> Identified changes may negatively impact scope, cost or quality Required agreements are not in place, do not cover the full scope of the project, and PWGSC is working at risk. A document defining the scope does not exist or is incomplete, does not accurately reflect what is being delivered, or is vague and open to interpretation. There is no defined and agreed deliverables acceptance process A change request or contract management process is not working well and is experiencing delays. 	<ul style="list-style-type: none"> Identified changes will negatively impact scope, cost or quality Required agreements are not in place and two or more elapsed months of work has been completed The scope to be delivered is in dispute, or what items are billable to the client; or cannot agree on the deliverable acceptance process A change request or contract management process is not in place and significant scope creep has occurred.