



Paragon Executive Project Summary

The Challenge

- To provide an internal and external mechanism / document that monitored and communicated the overall project milestones, Significant Accomplishments for the period, Significant Activities planned for upcoming period, and Key issues/Risks/Mitigation Plan

The Solution

- An Executive Project Summary document that included a Green, Yellow, Red indicator dashboard for each key milestone and then a comment section to cover the Significant Accomplishments for this period, Key Project activities for Next Period and Key issues/risk/mitigation action plans.

The Results

- Customer using the document as the communication tool for weekly project status meeting and Monthly Steering Committee
- Document is also posted on the customer website for access by every stakeholder for the project.