



Status Report Format and Project Summary

Using the Status Report Format and Project Summary

Completed by: FACTS Implementation Consultant

Purpose: The purpose of routine status reporting is to keep the Customer informed on the progress of the project, including actual performance to budget, schedule adjustments, key accomplishments, critical action items and open issues.

How is it used: It is recommended that routine status reporting to the Customer be done at least monthly or following key project milestones. The report templates below can be used as a guideline for appropriate content and structure, but actual status reports should reflect the author's own style and fit the scope of the project.

When is it used: Throughout the project, usually on a monthly or semimonthly frequency.

Who uses it: Local FACTS office

File under: Planning

Last revised: 05/01

File location: Status Report Form.exe
This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located at www.sofsol.com, in the Nexus, under Information Centers - Facts Technical.
Note: The Software Solutions, Inc. Nexus is a private extranet and is available for local Facts personnel only.

Software Solutions, Inc. – Project Status Report

Customer and Project Name

As Of: XX/XX/XX

1. Status Summary

Describe the current status or degree of progress toward the complete project objective

2. Issues or Concerns

Mention as appropriate, identifying the owner and status

3. Activity Summary

Summarize activity since the last report including sub-topics such as:

Schedule status or change

Status relative to project budget

Work, effort or progress

Actual work performed

Work planned and not performed,

Unplanned work performed

New Work Authorizations

Open Issues

Planned work for next period

Attachments

Project Summary

Project Schedule

Open Issues

New Work Authorizations

Software Solutions, Inc. - Project Summary						
Customer and Project Name						
As of: XX/XX/XX						
			Estimate			
			to	Projected		
	Budget	Actual	Complete	Total	Variance	Notes / Comments
	A	B	C	D=B+C	A-D	
Planning	4.00	5.00	0.00	5.00	(1.00)	
Installation	48.00	19.50	4.00	23.50	24.50	
Training	66.00	18.50	8.00	26.50	39.50	
Testing	33.00	0.00	0.00	0.00	33.00	
Go-Live	16.00	0.00	16.00	16.00	0.00	
Programming	178.00	268.50	0.00	268.50	(90.50)	
Data Conversion	68.00	33.00	24.00	57.00	11.00	
Total	413.00	344.50	52.00	396.50	16.50	

Questions that can be / should be addressed in written status supporting this summary:
First written report should explain these in total. Subsequent ones should only address change since last report.

1. Why the variances
2. Current status of project or work performed in this reporting period
3. Planned work to be completed in next reporting period
4. New or open service orders
5. Open issues should be attached and discussed if they impact or create risk to project
6. Other issues that require special attention, e.g. hardware installation or upgrades

Other attachments should include:

1. Current project schedule
2. Open Issues