**Status Report**

**[Agency Name]**

**[Project Name]**

[Publish Date]

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# Using this Template

This template contains “suggested language” and assumes that the author of this document will make appropriate additions, deletions, and changes for their specific project needs.

To create a document from this template:

* Replace [bracketed text] on the cover page, in the header, and throughout the document with your project and agency information by filling in the [bracketed text] area in the document text. Filling in the information once will propagate that field throughout the document.
* Complete the entire template making all necessary adjustments.
* Each section contains abbreviated instructions (**Green Font**) and an example using (**Black Font**).
* Delete this “Using This Template” page.
* Update the Table of Contents by clicking on the “References” tab, selecting “Update Table”, then “Update Entire Table” and click “Ok”.
* Save.

To provide any suggested improvements or corrections, please email [TBSM.info@tn.gov](mailto:TBSM.info@tn.gov).

# Revisions

| Revision | Description of Change | Author | Effective Date |
| --- | --- | --- | --- |
| v1 | Initial document upload to TBSM intranet site | BSD Team | 09/28/12 |
|  |  |  |  |
|  |  |  |  |

**Project Status Report**

**[Project Name]**

**Month Ending: <Date>**

**Project Status Summary**  Percent Complete: xx%

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scope | Schedule | Cost | Risks | Quality |

This section provides a quick executive overview of the status of the project. It is intended for high level management so it should not get too much into the details of the project. However, it should highlight anything specific which should be brought to their attention. The Scope/Schedule/Cost/Quality table above is a quick way to present a color coded dashboard for the status report. Typically a variance of +/- 5% warrants a yellow cautionary color and +/- 10% warrants a red warning color. For a project which needs tighter control +/- 2% and +/- 5% are used for these thresholds; whereas, other projects with less strict control may use 10% and 20% variances. The percent complete should be the percent completion of the entire project. This section should contain a brief explanation of causes for any constraints that are yellow or red.

The project schedule is 7% behind schedule due to inclement weather which has affected the installation of the fiber optics throughout the campus. This should not affect the project completion date as crews are planning to make up the time by working weekends and extended hours next month.

The project risks are red due to the inclement weather, and the servers which were delivered last month were not configured with the correct hardware specifications. The impact of the inclement weather on the schedule will be mitigated by having crews make up the time by working weekends and extended hours next month. Currently we are working with the server vendor to resolve the server hardware configuration problem. The configuration delivered will not handle the work load of going live in two months; however, it is sufficient for development and testing activities scheduled prior to going live.

# Weekly Accomplishments

In this section, provide a highlight of work performed and milestones and/or deliverables met during the past week.

# Upcoming Activities

Provide an overview of the work being performed during the next week and any upcoming milestones or deliverables.

# Open Issues

This section should contain a list of open issues along with their status.

# Open Risks

This section should contain a list of all open risks (risks which have occurred, or are on the verge of occurring).

# Deliverables and Milestones

This section is a quick table which shows the status of the project milestones and deliverables.

Listed below is a brief explanation of each column:

* Milestone or Deliverable – contains the title of the milestone or deliverable as written in the project plan.
* WBS number - used to find the milestone or deliverable in the project plan.
* Planned - contains the planned date according to the approved project plan.
* Forecasted - contains the date expected for milestone or deliverable completion.
* Actual - contains the actual date the milestone was met or deliverable was delivered.
* Status - contains a simple one or two word status such as - completed, on schedule, behind schedule, accepted, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Milestone | WBS | Planned | Forecasted | Actual | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Deliverable | WBS | Planned | Forecasted | Actual | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Open Change Requests

Use this section to track all changes to the project and report the status of those changes. Tracking of changes starts with the request for the change through approval status tracking, and ends when the change is added to the project. At this point, the project plan and schedule is updated and the change becomes a part of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Change Request Name | Change Request Number | Request Date | Current Status |
| Add xyz Functionality | CR55043 | 3/14/2011 | In Review by Change Control Board |
| Add Redundant Servers | CR55012 | 2/17/2011 | Approved and Being Added to the Project Plan |

# Key Performance Indicators (KPI's)

Many managers turn right to this section as it provides a clear view of the status of the project according to the earned value metrics. Each project is different, and project managers should decide which metrics to monitor. It is best to not include too many metrics to avoid providing the same information in different forms. In the layout below, schedule variance, schedule performance index, cost variance and cost performance index are tracked. The space to the right of the schedule and cost headings contains information regarding current status or project schedule (ahead, behind) and budget (over, under). At the discretion of the project manager, an earned value summary paragraph may also be included at the beginning of this section.

**Schedule** - Project is Ahead of/Behind Schedule

Schedule Variance (SV): $xxxx

Schedule Performance Index (SPI): x.xx

**Cost** - Project is Over/Under Budget

Cost Variance (CV): $xxxx

Cost Performance Index (CPI): x.xx