



## Project Status Report Instructions

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## **Introduction**

This document and its accompanying template have been developed to collect, process, and disseminate performance information to satisfy requirements for status reporting, progress measurement, and forecasting. It has been specifically developed to fit the needs of Alamo Community Colleges Information Technology (IT) organization.

Status reporting, progress measurement, and forecasting are a basic requirement of the Monitoring and Controlling Process Group. Within this process group is the requirement to develop a communication plan. Within most communication plans is the requirement to inform stakeholders of the current status. The status report is the formal vehicle to inform appropriate individuals of status, progress measurement, and forecast.

## **Use of the Status Report**

### ***Overview***

Within the Framework, the Communication Management Plan is a key deliverable of the Project Planning Process Group. Organizations must use the Communication Management Plan to identify the requirements and methods for managing formal communication for a project.

The Communication Management Plan is executed throughout the life of the project to facilitate communication among the project team and stakeholders and to contribute to the success of the project. The Communication Management Plan provides for the development and dissemination of periodic status reports within the Monitoring and Controlling Phase of each project.

### ***Applicability***

A periodic status report must be developed for any project classified as a major information resources project.

### ***Governance and Scope***

The Manager responsible for delivery of the project has ultimate responsibility for ensuring the periodic status report is developed and disseminated.

## **Section 1. Project Status Report Heading**

Within the project Status Report heading is the Project name, prepared by, reporting period, project description, and project status sections. Each of these components will be discussed below.

### **1.1 Project Name**

Within the “Project Name;” text input area, enter the name as defined on the cover of the project charter.

### **1.2 Prepared By**

The person preparing the status reports name is entered into the “Prepared By” test input area.

### **1.3 Reporting Period**

Within section 2.2 of the Project Communication Management Plan is a component entitled “Collection Timeframe/Frequency/Trigger.” This component should state the periodicity of the status report. The “From” and “To” dates should be in direct correlation with the periodicity requirements.

### **1.4 Project Description**

Within section 1.2 of the project charter is a paragraph entitled “Project Description.” Copy the project Description from the charter paragraph 1.2 into the Project Description text input area.

### **1.5 Project Status**

The project status field of the project status report calls for a color code. The colors and their descriptions are described below.

- Red – A project is red status when a significant event has/has not occurred that impacts on-time, or within budget delivery in accordance with the documented project plan. Further more, you as the manager do not within your authority have the means to correct the situation your self. There is a strong like hood that delivery or budget will be impacted negatively.
- Yellow – A project is yellow status when a significant event has/has not occurred that impacts on-time, or within budget delivery in accordance with the documented project plan. Further more, you as the manager do have within your authority the means to correct the situation your self. There is a strong like hood that delivery or budget will be impacted negatively.
- Green – A project is green status when it is being delivered according to the documented project plan

## **Section 2. Task Status**

The second main section, of the status report, addresses task completions. The first component of this section relates to tasks that have been completed during this reporting period. The second component relates to task due to be completed during the next reporting period.

### **2.1 Task Completed this Period**

In order to complete this requirement, the person completing this task is required to review the project schedule and determine what tasks have been completed. Each task that has been completed is entered into the text input field with the date that it was completed.

### **2.2 Task Due Next Period**

In order to complete this requirement, the person completing this task is required to review the project schedule and determine what tasks will be completed during the next reporting period. Each task that will be completed is entered into the text input field with the date that it was completed.

## **Section 3. Issues**

The person completing this task is required to identify all new and completed issues and enter appropriate information into the text input window. Key information elements that need to be provided are issue title, responsible person, and date completed or date initiated. This is not the location to list all issues and their status. That is within the requirements of the Project Issue log.

## **Section 4. Risks**

The person completing this task is required to identify all new and completed risks and enter appropriate information into the text input window. Key information elements that need to be provided are risk title, responsible person, and date completed or date initiated. This is not the location to list all risk and their status. That is within the requirements of the Project Risk Management Plan.

## **Section 5. Change Control**

The person completing this task is required to identify all new and completed change control actions and enter appropriate information into the text input window. Key information elements that need to be provided are change title, responsible person, and date completed or date initiated. This is not the location to list all change control actions and their status. That is within the requirements of the Project Change Control Log and the Alamo Community Colleges Information Technology Department Change Control Process.