

Project Status Reporting

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Overview of Project Status Reports

What should be included in a weekly project status report? This is a question to which there is no right answer. It depends on a number of things. The size of the project, the criticality, the corporate culture, the organisational structure. Hopefully, this white paper will answer some of the questions and will give you guidance to solve the rest in your own environment.

Project Status Reports Criteria

A starting point is to look at what are the important things in a project. It will vary project to project but here are a few typical criteria for project reporting.

- Schedule. How is the project progressing against the schedule
- Budget. How is the project progressing against budget
- Risks. What risks have been identified and how are they being managed
- Issues. What new issues have arisen and how are they being managed

I have also seen the following covered in a weekly status report

- Communication. How is the project communicating with stakeholders
- Quality Management. Statistics on how quality is progressing on the project. For example lost man days due to injury and defects identified in testing
- Resources. How much time certain resources are spending on the project
- Benefit delivery. Any anticipated changes to the benefits the project will deliver
- Glossary changes. Any new terms added to the project glossary
- Project Team Members movements. Where particular project team members will be over the reporting period
- Meeting Schedule. Meetings scheduled over the coming period

As you can see, a project status report can become a book in itself if you let it. Some culling is required or the Project Manager will never get anything done because all the time is taken up producing reports.

Project Report Timing

Another question is how frequent should a report be produced. For most projects, the frequency is weekly or fortnightly. If the project is very small, a monthly report may be warranted, but a lot can happen in a month and the purpose of a report is to keep stakeholders informed. Most projects aim for a weekly status report.