

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 delivery
- 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