

Status Report Instructions

Sustainable Development – Project Management and Communication

Take a moment within the group, think about what information the Project Sponsor (i.e. CEMUS and the Course Coordinators) would like to know about and what is required to communicate the status of the project. Provide this information in a clear and logical way to facilitate the flow of information from the project group to the Project Sponsor.

The Status Report should contain at least these elements:

- This Reporting Phase
 - Overall Status
 - Milestones & Tollgates
 - Issues
- Next Reporting Phase
 - Tasks and Next Steps

Keep it short – 1-2 pages plus Gantt Chart. Use bullet points and avoid long paragraphs. Don't forget to include the project's name and project members in the report.

Overall Status

We need to see the overall project health, we want to be able to detect a project in trouble.

- What is the general status of the project?
- What have you done since the last report?
- Are there any changes from the project plan?
 - New requirements
 - Changed goals
 - Changed requirements
 - Changed organization
 - New documents
- The number of days behind or ahead against the plan.
 - The % complete you expected to be at today (planned completion).
 - The % complete you are actually at.

If you are using an online tool to keep track of the project, mention it here (and it would be good to get some feedback from your experiences)

Milestones & Tollgates

Your project has major accomplishments which must be completed by specific dates. We want to see which milestones and tollgates are complete, which ones are in progress, and which ones are coming up next.

Milestones and Tollgates have six components:

- The milestone name
- The percent complete of the milestone
- The planned start
- The planned finish
- The actual start
- The actual finish

Issues

Your project also probably has one or more obstacles to completion which have been discovered. We'd like to see brief details about each issue so that we can make a decision about whether or not to step in and help if necessary.

- Problems and/or risks the sponsor needs to be aware of?
- What is currently being done to resolve this issue? Are there alternatives?

Tasks and Next Steps

- What should happen between now and the next reporting period.

Appendices

- Updated time plan/Gantt chart or whatever Project Management tool you are using.