Status Reports

Bowker Comm 390

Purpose of Status Reports

▸ Provide an overview of a project

▸ Ensure that the project is on track

▸ Bring to light any unidentified issues of concern

▸ Ensure alignment with management's priorities

▸ Provide a record of progress and activity

▸ Ensure an employee or contractor is putting in sufficient effort

Content

‣ Identifying details
‣ **What we have done**
‣ **What we will do**
‣ **Any issues to be aware of**
‣ Milestones
‣ Key people working on the project
‣ Key project statistics. E.g.:
  ‣ Budget & other resources
  ‣ Timelines
  ‣ Partners
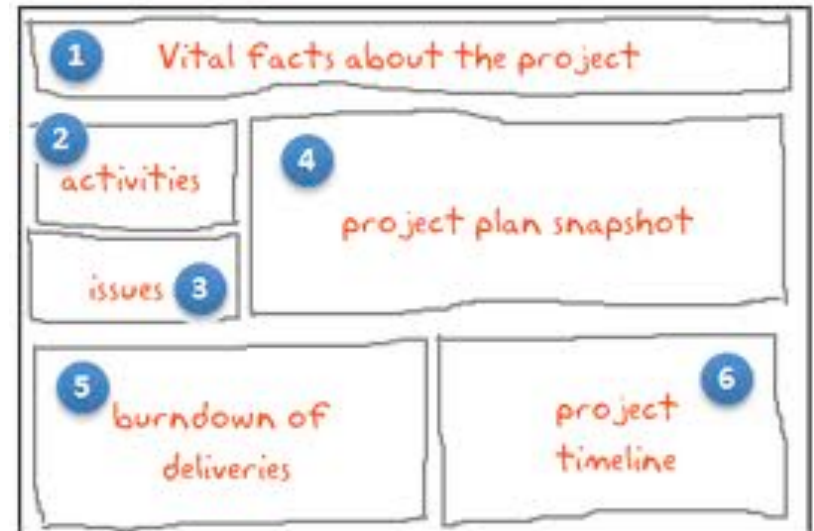
Identifying Details

‣ Project Name

  ‣ Maybe the Project Description

‣ Your Name

‣ Key Dates

‣ Department

‣ Your Manager or Project Lead

PROJECT MONTHLY STATUS REPORT

Project Title:	OMBA-123 implementation
Owner:	Mike Costello
Date (MM/DD/YYYY):	9/25/2006
Reporting Period:	July 1, 2006 through September 15, 2006
Project Description: To comply with the 9/15/2006 deadline of Secretary of Energy signing of The assurance letter on the effectiveness and efficiency of the internal controls over financial reporting.	

Craig Harrison's
Weekly Status Report

Last Week's Accomplishments (Week of November 12-16):

- → Signed two new accounts: Chevron, Kaiser
- → Made successful presentations to Target, Comcast
- → Staffed booth at AT&T diversity fair

Next Week's Goals (Week of November 19-23):

- → Close Target account.
- → Meet with Tech Sales Reps regarding new product release
- → Transition Plantronics account to Jason (new hire)
- → Prepare signage, booth, materials to present at Transaction World's Customer Contact Conference in Phoenix in Nov.

Ongoing Projects:

- → Continue to mentor Jason and Rachel
- → Revise budget estimates for new year
- → Creation of new hire orientation manual

Burning Questions/Issues of Relevance:

- → Need new spec sheet for latest POS device (URGENT)
- → Must reschedule monthly meeting due to conflict with Aja project meeting
- → Requesting Friday off (comp time)

Informal

This report is lacking any detail so might be used to track the productivity of someone working independently.

Table Format

YOUR LOGO
HERE

Project Status Report

•───•

Project Name:

Department:

Focus Area:

Product/Process:

•───•

Prepared By:

Document Owner(s)	Project/Organization Role

Project Status Report Version Control

Version	Date	Author	Change Description
1.0	[mm/dd/yy]	[Document owner]	Document created
[Version #]	[mm/dd/yy]	[Change owner]	• [Change 1] • [Change 2] • [Change n]

Using Powerpoint for Status Report

▶ The following 3 slides are taken from an internal project update/status report (note it is long outdated and swept of identifying marks)

▶ It provides a very high level overview of the projects and the status to date

▶ It was likely prepared for an executive in advance of a trip to the region

CURRENT STATUS OF NORTH CALLI PROJECTS

	Distributor	Local	Contact Name	Phone
🟥	Archer	Manalli AM	Joe Andel	44 21 681 9903
🟩	EMME	Renault CENTR	Sam Ennis	44 35 202 2826
🟦	Funelli	Salamander BA	Amanda Pitt	44 81 780 3789

Manalli – Dist. Archer:

- Hanover Tugboats

Renault – Dist. EMME:

- Hester – Crewboats
- Hapla – Crewbosts
- Heder – Crewboats

Salamander – Dist. Funelli:

- Heeley - Tugboat

LOGO

MANALLI – DISTRIBUTER ARCHER

Manali- AM

Hanover Project – 3xTugs with 2xHRT9 Tier IV and 2xGenset 5B LP per boat

- 2 Tugs under construction in series on Anwyn Shipyard
- Tug # 1 – Engines installation will start on December,20x4
- Engine Start up probably on Q1/x5
- Sea Trial probably Q2/x5

Comments:

Joe Andel from Archer already prepared Project Book and delivered to shipyard

LOGO

Format

▸ Chart

    ▸ Typically used for frequent (e.g. weekly) updates with little detail

▸ Powerpoint

    ▸ Often used for a high level overview covering a number of points

▸ Memo

    ▸ Mostly text

    ▸ Might cover what's been done, what's to come and issues of note or concern

An Unsolicited Report Demonstrates:

▸ Professionalism

▸ Accountability

▸ Organization

▸ Initiative

▸ Managerial Skills

▸ Maybe even strategic thinking

▸ Update reports are helpful and appreciated!

Note: If a report is unsolicited do <u>not</u> offer an opinion or make a recommendation – unless you are a specialist or well established, you usually should be invited to give an opinion.

▸

End