



# **Status Report Preparation Guidelines**

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**<Insert Project Name>**  
**Status Report**  
**Reporting Period: day.month.year to day.month.year**

## **1. ACHIEVEMENTS THIS PERIOD**

Instructions:

This section lists work completed this period and other notable accomplishments.

## **2. DECISIONS THIS PERIOD**

Instructions:

This section lists all significant decisions made this reporting period. These decisions can be made by the Project Sponsor, Steering Committee, or Project Manager.

## **3. PRIORITIES NEXT PERIOD**

Instructions:

This section lists high priority items for the next reporting period. This list may include:

- Deliverables that will be finished next period
- Activities that will start or finish next period
- Required decisions, including approvals, next period

## **4. PROGRESS OF DELIVERABLES**

Instructions:

The table in this section provides information on the progress of deliverables:

When producing the first Status Report:

- List all project deliverables in the left hand column. Take deliverable names from the Deliverables section of the Project Plan if one was written.
- Provide the planned completion date for the deliverable in the next column. These dates should be taken from the Project Schedule if one was written.

When updating the Status Report each period:

- Enter the actual completion date for completed deliverables.
- Update status for all deliverables – started, not started, complete.
- Highlight deliverables that are late (suggest a different color font).

Tips:

- It is not accepted practice to change the “Planned Finish Date” for a late deliverable. The purpose of listing planned finish dates and actual finish dates separately is to detect variances, and planned finish dates should only change if the schedule has changed with permission of the Project Sponsor.
- The “Actual Finish Date” column should be empty until the deliverable is complete.
- Towards the end of the project, it may be useful to delete rows for deliverables that have been completed for several weeks to make the report shorter and avoid repeatedly reporting that the deliverable is complete.
- It is often useful to list deliverable completion and deliverable approval as separate deliverables.

- If earned value is being calculated for the project, updates to the “started, not started, complete” are important inputs for an updated earned value calculations.

Example table with instructions:

Deliverables	Planned Finish Date mm.dd.yy	Actual Finish Date mm.dd.yy	Status Not Started / Started / Complete	Notes
<Enter name of deliverable (find in Project Plan)>	<Enter due date (find in Project Schedule)>	<Enter date actually finished>	<Indicate if work on deliverable has started and if it is complete>	<Here note variance or other items of interest related to this deliverable>
Examples				
Website conceptual design document written	06.02.06	06.01.06	complete	
Website conceptual design document approved	06.08.06	06.06.06	complete	
Website detailed design document written	06.15.06		not started	Late
Website detailed design document approved	06.22.06		not started	Late
Website prototypes built	07.20.06		not started	May be late as design is late

## 5. PROJECT ISSUES

Instructions:

This section lists all active project issues and provides recommended actions. Issues are things that are happening right now that need to be resolved in order for the project to proceed successfully. Note that not all project issues are listed here: issues that are resolved are stored in a separate Issue Log.

When producing the first Status Report:

- List all issues in the Issues section of the Project Plan if one was written if these are still active.
- Add any new issues identified since the Project Plan was written.

When updating the Status Report:

- Remove any resolved issues and add newly identified ones along with updates to recommended actions

Tips:

- The number that appears in the left-hand column should be a unique identifier for the issue and should be identical to the issue number listed in the issue log. It will be common, therefore, for the numbers in the left-hand column not to be sequential.

No.	Issues	Recommended Action
1		
2		

## 6. PROJECT RISKS

This section lists all active project risks and provides recommended actions. Risks are things that may or may not happen in the future that may have an impact on the success of the project. Note that not all project risks are listed here: risks that are closed are stored in a Risk Log.

When producing the first Status Report:

- List all risks in the Risk section of the Project Plan if one was written if these are still active.
- Add any new risks identified since the Project Plan was written.

Instructions:

- Remove any risks that have passed and add newly identified ones along with updates to recommended actions.

Tips:

- The number that appears in the left-hand column should be a unique identifier for the risk and should be identical to the risk number listed in the Risk Log. It will be common, therefore, for the numbers in the left-hand column not to be sequential.
- A good risk event statement includes what might happen and its effect on a project. For example, “weather” is not a risk event statement. “Bad weather may delay project completion” is a risk event statement.

No.	Risk Event Statement	Risk Mitigation Actions
1		
2		
3		

## 7. CHANGE REQUESTS

This section lists all new and unresolved change requests. Change requests are requests to change an aspect of the project – usually scope, deliverables, the schedule, or the budget.

Tips:

- The number that appears in the left-hand column should be a unique identifier for the change request and should be identical to the change number listed in the Change Log. It will be common, therefore, for the numbers in the left-hand column not to be sequential.

No.	Requestor and Request	Impact	Resolution
1			
2			
3			

## 8. BUDGET

This section provides information on whether or not the project is on budget.