

PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
[Select Date]	[Project]	Your Team Name

STATUS SUMMARY

Project Status Summary: ___ **Good** ___ **Slightly behind schedule** ___ **Seriously behind**

Percent Complete: %

Key accomplishments last period:

List 1- or 2- sentence descriptions of what was accomplished in this last period:

- Include important schedule milestones if any occurred in this last period.
- Include any events that significantly reduced risk in the project.
- Include key tasks that closed an issue that was marked “open” on the previous report.

Upcoming tasks for this period:

List 1- or 2-sentence descriptions of what you plan to accomplish this next period.

- Important schedule milestones if any that will occur in this period.
- Any upcoming events that will significantly reduce risk in the project.
- Key tasks that will move an open issue toward closure.
- Item you specifically need Management’s help on – and what actions you need.

Issues:

List **principal open issues**.

- Item you specifically need Management’s help on – and what actions you need.
- Owner of the issue – who is driving the resolution.
- Include a task in the “Upcoming tasks for this period” that will move this issue toward closure.
- Don’t try to track all project issues in this report. Just list the principal ones along with any progress toward closing them.

If resolving the issue needs management action, be specific

PROJECT STATUS REPORT: MAJOR TAKS COMPLETION

Contents: Presents status for a project phase, with emphasis on reporting completion status of major tasks.

PROJECT STATUS	Planned Start Date	Actual Start Date	Planned Complete Date	Actual Complete Date	Percent complete	Status or Comments
User Requirement Analysis						
Gather client story Develop requirements Refine requirements						
Architectural Design Analysis						
Develop Data Model Develop Data Transformations						
Existing System Analysis						
Legacy system review Develop conversion requirements Data conversion cost-benefit						
Technology/Architecture Analysis						
Develop Data Model Consider Adequate Technology Develop infrastructure Transformation test Develop prototype						
Software Development						
Function Design Function Assignment Testing						

DELIVERABLES AND MILESTONES

This section is a quick table which shows the status of the project milestones and deliverables. Let us stick to the development of the software.

The first column is for the name of the Milestone or Deliverable as it's in the project plan. The next column is the function name, this makes it easier to find the milestone/deliverable in the project plan. Let us Planned is the planned date according to the approved project plan, the forecasted is the date you expect and actual is the actual date the milestone was met or deliverable was delivered. The status is a simple one or two word status such as; completed, on schedule, behind schedule, accepted, etc.

Milestone	Function Name	Planned	Forecasted	Actual	Status
Deliverable	Function Name	Planned	Forecasted	Actual	Status

OPEN CHANGE REQUESTS

Use this section to track all changes to the project and report the status of those changes. Tracking of changes starts with the request for the change, tracks the approval status and ends when the change is added to the project, the project plan and schedule update and it has become a part of the project. This part would have to be consistent with your midterm w.r.t. newly added functions.

Change Request Name	Change Request Number	Request Date	Current Status
Add xyz Functionality	CR55043	3/14/20xx	In Review by Change Control Board
Add Redundant Servers	CR55012	2/17/20xx	Approved and Being Added to the Project Plan

RISK AND ISSUE HISTORY

ISSUE

ASSIGNED TO

DATE

MEETING HISTORY

DATE

TIME

PLACE

TOPIC

PARTICIPANTS

QUALITY ASSURANCE

INVOLVED FUNCTIONS

CONNECTIONS

TESTING CASE EXPLANATION

CONCLUSIONS/RECOMMENDATIONS

Guideline:

Project Status Report: Major Tasks Completion

For the testing, you can list (let say you have 10 functions, and some of them are related due to the work flow) function 1 and function 5 were integrated and tested on 03/12/2016, maybe more testing needs to be done for function 2 and function 7 and list your scheduled date.

Deliverables and Milestones

This is particularly designed for your software development.

Risk and Issue History:

List what kind of risk has happened and who solved the problem. For instance, there might be some security issue (suppose your team figure out, either it is software-wise (weak password?) or maybe it is infrastructure related (incorrect underlying structure configuration), describe how your team (who) solved the issue.

Meeting History:

List the time and place that meeting took place. Also list the topics (issues) that were discussed in the meeting.

Quality Assurance:

Please elaborate this area with more details on the testing part in the status report table. For instance, you tested function 1 and function 5, please describe

(a) their connection

(b) your testing case for detecting possible logical/operational/unexpected errors

Recommendation:

Evaluate your own project and list recommendations and the probability it would launch on time.

Grading:

The grading is based on the **completeness** of your report, **group participation** (in terms of how working as a team is shown in your report), and **consistency** with respect to your Stage1 report and midterm answers. **A thorough** report is preferred.
