

# WEEKLY PROJECT STATUS REPORT

<PROJECT NAME>

CONTRACT NO.

WEEK ENDING: <DATE>

## PROJECT STATUS SUMMARY

Percent Complete: xx%

Scope	Schedule	Cost	Risks	Quality
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[This section provides a quick executive overview of the status of the project. It is intended for high level management so it should not get too much into the details of the project. However, it should highlight anything specific which should be brought to their attention. The Scope/Schedule/Cost/Quality table above is a quick way to present a color coded dashboard for the status report. Typically a variance of +/- 5% will warrant a yellow cautionary color and +/- 10% will warrant a red warning color. For a project which needs tighter control +/- 2% and +/- 5% are used for these thresholds; whereas, other projects with less strict control may use 10% and 20% variances. The percent complete here should be the percent completion of the entire project. For any constraint which is yellow or red this section should contain brief explanation the reason why.]

[*Narrative Sample:* The project schedule is 7% behind schedule due to inclement weather which has affected the installation of the fiber optics throughout the campus. This should not affect the project completion date as crews are planning to make up the time by working weekends and extended hours next month.

The project risks is red due to the inclement weather and servers which were delivered last month weren't configured with the correct hardware specifications. The impact of the inclement weather on the schedule will be mitigated by having crews make up the time by working weekends and extended hours next month. Currently we are working with the server vendor to resolve the server hardware configuration problem. The configuration delivered will not handle the work load of going live in two months; however, it is sufficient for development and testing activities scheduled prior to going live.]

## WORK PLANNED FOR LAST MONTH

[This section should reflect the baseline for the appropriate time period and you can copy the "Worked Planned for Next Week" section from the last three week's status report and paste it into this section.]

## **WORK COMPLETED LAST WEEK**

[In this section you should provide a highlight of work performed and milestones and/or deliverables met during the past week.]

## **WORK PLANNED FOR NEXT WEEK**

[Provide an overview of the work being performed during the next week and any milestones or deliverables you expect to meet.]

## **WORK PLANNED FOR NEXT MONTH**

[Provide an overview of the work being performed during the next month and any milestones or deliverables you expect to meet.]

## **OTHER PROJECT WORK AVAILABLE**

[Provide an overview of the work not being performed currently and during the next week and/or month that is actually available to the contractor to perform. This work should be work that is not reflected in the “Work Planned for Next Week” and “Work Planned for Next Month” sections. This work should be work that the contractor has decided not to perform at this time.]

## **OPEN ISSUES**

[This section should contain a list of open issues along with their status and how they will be resolved.]

## **OPEN RISKS**

[This section should contain a list of all open risks (risks which have occurred, or are on the verge of occurring) and how they will be resolved.]

## **DELIVERABLES AND MILESTONES**

[This section is a quick table which shows the status of the project milestones and deliverables.

The first column is for the name of the Milestone or Deliverable as it's in the project plan. The next column is the work-breakdown-structure, (WBS) number, by assigning each milestone or deliverable a unique number it makes it easier to find the milestone/deliverable in the project plan. 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	WBS	Planned	Forecasted	Actual	Status
Deliverable	WBS	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.

Change Request Name	Change Request Number	Request Date	Current Status	Reasoning
[Add xyz renovation]	[CRxxxx]	[3/14/20xx]	[In Review by Program Manager/Contracting Officer]	[New classroom space needed]
[Add upgraded mechanical system]	[CRxxxx]	[2/17/20xx]	[Approved and sent to OGC for drafting]	[Additional square footage requires upgraded HVAC]

## KEY PERFORMANCE INDICATORS (KPI'S)

[Track SV, SPI, CV and CPI in the layout below. Next to the schedule and cost headings you should state whether the project is ahead of or behind schedule and over or under budget. Include a paragraph at the beginning of this section presenting the earned value results in narrative format.]

**Schedule** - Project is Ahead of/Behind Schedule/On Schedule

Schedule Variance (SV): \$xxxx

Schedule Performance Index (SPI): x.xx

**Cost** - Project is Over/Under Budget/On Budget

Cost Variance (CV): \$xxx

Cost Performance Index (CPI):        x.xx

## **WEEKLY PROJECT STATUS NARRATIVE UPDATE**

[Insert full Project update narrative here.]

# **WEEKLY PRIMAVERA SCHEDULE UPDATE**

[Attach Primavera Project Schedule update here along with the baseline schedule.]