

Status Report

Status Report *Guide*

A guide to completing the Status Report

Strategic Capital, Infrastructure and Projects

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Overview

The Status Report is a tool used throughout the life of a project to supply information on how the project is proceeding. The report is a vital communication tool aimed at the sponsor/steering committee. The report will also be distributed to other appropriate stakeholders. A Work Breakdown Structure showing progress may be distributed at the same time.

Project Information

Project Information will be supplied by Strategic Capital, Infrastructure and Projects

Version Control

Document all changes to the document from the initial draft version (Version 0.1).

Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2).

Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).

Status Report Summary

This section includes tables that summarise funding, milestones/deliverables, planned activities, other issues and review of risks which will be detailed in the body of this report.

Recent Project Activities and Highlights

List the highlights, achievements and other notable items of the project.

Financial Status

An accounting of the current state of the actual expenditure to date compared with the planned budget. A notable variance should be addressed. Budget categories include salaries, equipment and software.

Other Issues

Information on other aspects of the project of interest to or for discussion with the Steering Committee not covered elsewhere in this report.

Milestones/Deliverables

A record of the progress made against milestones and deliverables.

Planned Activities/Deliverables for next Time Period

List key activities and deliverables which are scheduled to occur in the period between this Status Report and release of the next Status Report.

Review of Risks

Changes in relation to existing or new risks since the last Status Report should include their impact and mitigation. These risks should be married up to risks identified on the Risk Register.

1 Project Information

Project Information will be supplied by Strategic Capital, Infrastructure and Projects

1.1. Project Number

1.2. Project Name

1.3. Date

1.4. Project Ownership

1.5. Project Contacts

	Name	Position	Phone	Email
Primary				
Other				
Other				

1.6. Project Approval

1.7. Document Path

2 Version Control

Version Number	Date	Reason/Comments/Approval

Document all changes to the document from the initial draft version (Version 0.1).

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3 Status Report Summary

3.1 Project Name

PROJECT NUMBER: XX	Original completion date: mm/yyyy
PROJECT CODE: XXXXXX	Current agreed completion date: mm/yyyy
	Expected completion date: mm/yyyy

Recent and next meetings

3.2 Funding Summary

Funding	Amount	Total Budget	Budget to date	Actual to date	Variance	Current Cost Plan	Cost Plan Contingency

Note: Cost Plan figure excludes Contingency amount

3.3 Milestones/Deliverables

Milestones	Deliverables	Due Date	Date Completed
1			
2			
3			
4			
5			
6			
7			
8			
9			

3.4 Planned Activities/Deliverables for Next Time Period

Activity	Deliverables	Due Date

3.5 Other Issues

No	Description	Responsibility		Status	Priority
		Raised	Owner		
1				<i>(Open/ Closed)</i>	<i>(H/M/L)</i>
2					

3.6 Review of Risks

No	Description	Initial Rating	Risk Treatment	Residual Rating
1		<i>(H/M/L)</i>		<i>(H/M/L)</i>

Note: Only risks with a residual rating of "high" will be reported in this summary report.

4 Status Summary

Integration	
Scope	
Time	
Costs	
Quality	
HR	
Communication	
Risk	
Procurement	
Overall	

Key to status summary

B	Proposed Work. Project not commenced
P	Project on hold
G	Work on schedule
Y	Manageable issues exist. May miss date
R	Serious/significant issues exist

5 Recent Project Activities & Highlights

List the highlights, achievements and other notable items of the project.

6 Financial Status

Category	Amount of Budget Project Plan by Category	Amount Spent to Date	On Track Y/N?	Explanation if N

An accounting of the current state of the actual expenditure to date compared with the planned budget. A notable variance should be addressed. Budget categories include salaries, equipment and software

7 Other Issues

Information on other aspects of the project of interest to or for discussion with the Steering Committee not covered elsewhere in this report.

8 Milestones/Deliverables

Milestones	Deliverables	Due Date	Actual Completed Date	Reason for Slippage	Actions and Resolutions

A record of the progress made against milestones and deliverables.

9 Planned Activities/Deliverables for Next Time Period

Activity	Deliverables	Due Date	Comments

List key activities and deliverables which are scheduled to occur in the period between this Status Report and release of the next Status Report.

Status Report

10 Review of Risks Assessment

#	Risk	Description of Risk	Adequacy of Existing Controls	Likelihood	Consequence	Risk Rating	Risk Treatment	Residual Risk Rating	Owner of Risk						
			5 – Excellent 4 – Good 3 – Fair 2 – Marginal 1 - Poor or Non-existent	Probable Improbable	Major Minor	Mini-table <table border="1"> <tr> <td>Probable</td> <td>M</td> <td>H</td> </tr> <tr> <td>Improbable</td> <td>L</td> <td>M</td> </tr> </table> Minor Major	Probable	M	H	Improbable	L	M	A – Avoid the risk L – Change the likelihood C – Change consequences S – Share the risk R – Retain the risk	H – High M – Med L – Low 0 - None	
Probable	M	H													
Improbable	L	M													

Changes in relation to existing or new risks since the last Status Report should include their impact and mitigation. These risks should be married up to risks identified on the Risk Register.