Monthly Project Report

Purpose of this document

To identify the requirements for monthly reporting on all projects that will enable appropriate control and management of projects at different levels within its governance structure.

Document History

Revision History

Revision date	Author	Summary of Changes	New Version Ref:
08/09/09	JL	Locked form	V1.1

Distribution History

Name	Title	Date of Issue	Version

Project Services team

Filename: Appendix B - Monthly Project Report.doc

Comments:

Status: **Final**

Author: **John London**

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1. Introduction

There will be a requirement for the Project Manager to produce two different report formats each month. This will include the production of a text format report and a short summary dashboard document that can be used to report on the status of the project to the Client, The Project Board and Senior Management.

The updated full text report with dashboard report appended will be distributed electronically by the Project Manager to Project Board members on a monthly basis and 2 days prior to any Project Board meeting.

The updated dashboard report will be sent electronically to the Portfolio Manager 3 days prior to the last day of each month. The Portfolio Manager will assess the overall status of the project and complete this section of the dashboard report accordingly before sending the report to the Project Services Manager.

The Project Services Manager with support from the Programme Support Officer will collate all reports and ensure there are no outstanding reports each month. The PSM will then issue all dashboard reports to the client department and Capital Programme Board highlighting to them those projects which require their attention.

2. Text Format Monthly Project Report

The following outlines the headings to be used in the production of this monthly report

> 1.0 Executive Summary & Key Client Issues
>
> 2.0 Current Situation
>
> 3.0 Financial Issues
>
> 4.0 Programme Issues
>
> 5.0 Risks and Opportunities
>
> Appendices
>
> Appendix A – Risk Register
>
> Appendix B – Project Programme
>
> Appendix C – Dashboard Report

3. Monthly Dashboard Report

The following outlines how to complete each section of the monthly dashboard report

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Project Reference

The Project Reference number is the unique project reference number generated by the Project Services Team. The Portfolio Manager should provide this reference number to the Project Manager as soon as they are appointed. This reference should be quoted on all project documentation.

3.2 Project Title

This is the name of the project as identified by the client via the Project Mandate. This name should be used throughout the life of the project and is reflected in the Capital Programme.

3.3 Client Department

This is the name of the client department that have commissioned the project as identified via the Project Mandate.

3.4 Portfolio/Project Manager

This is the name of the Portfolio Manger/Project Manager from the Project Services Team as identified by the Project Services Manager.

3.5 Finance Officer

This is the name of the responsible finance officer for the project.

3.6 Consultants

This is the name of the main consultants appointed to the project.

3.7 Contractors

This is the name of the main contractors appointed to the project.

3.8 Brief Description of Project

This is the brief description of the project as identified in the Project Mandate.

3.9 Programme

The Project Manager should insert the latest version of the Project Programme in this box showing the key stages and milestones for the project. The agreed Project Programme template should have been provided to the Project Manager, upon their appointment and it is this version that should be updated throughout the life of the project.

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In addition the project Manager should use the traffic light box to highlight the status of the Project Programme to the client.

- Green should indicate that the Project Programme is good and has no major issues.
- Amber should indicate that a slight change/issues to the Project Programme has taken place and notes of this change should be highlighted via text in the Key Issues section of the dashboard.
- Red should highlight major changes/issues to the Project Programme have taken place and these should be highlighted via text in the key Issues section of the dashboard.

3.10 Risk

The Project Manager should insert a copy of the latest Risk Register here showing the key risks.

The traffic light box should be used by the Project Manager to highlight the severity of the risks and the potential impact to the project. These should then be highlighted further via text in the issues section of the report.

3.11 Quality

The Project Manager should identify key issues related to quality and list them in this section. The issues should relate to the quality expectations identified in the Project Mandate and the Project Brief.

The traffic light box should be used by the Project Manager to highlight the severity of the issues and the impact to the project. These should then be highlighted further via text in the issues section of the report.

3.12 Actions for Next Month

The Project Manager should identify the key actions for the next month and list these accordingly along with any actions that have been carried over from the previous month.

The traffic light box should be used by the Project Manager to highlight the severity of the actions that have not been completed and the impact to the project. These should then be highlighted further via text in the issues section of the report.

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3.13 Key Decisions Required

The Project Manager should identify the key outstanding decisions that are required by the project and include expected dates for these when possible. This should include Plymouth City Council political approvals as well as those for the Project Board. Any approvals that have carried over from the previous month should also be included.

The traffic light box should be used by the Project Manager to highlight the severity and impact to the project of any outstanding key decisions, in particular those that have carried over from previous months. These should then he highlighted further via text in the issues section of the report.

3.14 Spend Profile and Cost Analysis

The Project manager should complete this section with the most up-to-date financial information. The key funding totals should be inputted into the report and the financial summary page should be completed to update the graph showing a comparison against estimate and actual project spend.

The traffic light box should be used by the Project manager to report on the overall cost status of the project in terms of over/under spend. Any issues should also be noted under the issues section of the report.

3.15 Key Issues

The Project Manager should list all issues related to the project in the Key Issues section of the dashboard report. These should be listed in order of importance in terms of impact to the project. Explanation should be given if solutions to the issues have been identified.

The traffic light box should be used to indicate the severity of the issues and the impact to the project. Particular attention should be made to the issues that at this point do not have a solution identified.

3.16 Portfolio Manager Status

Once the Project Manager has completed all other sections of the report they should provide an electronic copy to the Portfolio Manager before the end of each month. The Project Manager will then use the traffic light box to indicate to the client and to Senior Management the overall status of the project as they see it. Projects that have no major issues should be marked green. Projects with a number of minor issues should be marked as amber and those with a major issue that could have a significant impact on the project should be marked as red. The text box should be used by the Portfolio Manager to give further explanation to the issues.

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