

Project Leader Weekly Reports: 4-Square Method





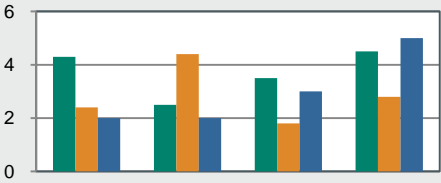
Category: Progress Updates | Business: General Application | Lesson: 36 | Author: Nero Haralalka

PROBLEM OR OPPORTUNITY

Project work requires multiple teams to regularly provide progress updates. Without a proper structure the right information may not be communicated.

COUNTERMEASURE

- Developed a 4-square method of reporting as shown below:

Project Title Here		STATUS 
<p>Project Statement</p> <p>Provide a statement of the project charter and key deliverables</p>	<p>Accomplishments</p> <ul style="list-style-type: none"> Key accomplishment 1 Key accomplishment 2 Key accomplishment 3 	<ul style="list-style-type: none">  Red = Behind  Yellow = Somewhat behind  Green = On target
<p>Next Actions</p> <ul style="list-style-type: none"> Item to do next week Item to do next week Item to do next week 	<p>Chart on Key Metrics</p> 	

RESULTS

- A standardized format for reporting by any project leader
- Clearly identifies progress vs. objectives
- Allows the project leader to report on key accomplishments for the current week
- Allows the project leader to report on key focus areas for the next week