DOCUMENT #	0300-0370-005-C
REVISION #	1.0
TITLE	PROJECT WEEKLY STATUS REPORT
EFFECTIVE DATE	3/31/15

PROJECT WEEKLY STATUS REPORT

1.0 SCOPE

This Quality Work Instruction (QWI) defines the Enterprise Project Management Office (EPMO) procedure to review, assess and document progress on Information Technology (IT) Projects within the 0300-0300-005-B PROJECT MANAGEMENT PROCESS.

2.0 OWNER

2.1 The Enterprise Project Management Office (EPMO) Manager owns this procedure. No changes, additions or alterations may be made without the owner's written approval.

3.0 REFERENCE DOCUMENTS

DOCUMENT IDENTIFICATION	DOCUMENT TITLE
EPMO RECORDS PER CHAPTER 121 & 132	PROGRAM RECORDS RETENTION & DISPOSTION SCHEDULE
0100-0800-010-B	FORMS AND RECORDS CONTROL
0300-0300-005-B	PROJECT MANAGEMENT PROCESS
0800-0800-005-B	QUALITY ASSURANCE PROCESS
0810-0810-005-B	QUALITY CONTROL PROCESS

4.0 ASSOCIATED FORMS

FORMS IDENTIFICATION	FORM TITLE
0300-0370-005-D	PROJECT WEEKLY STATUS REPORT
0810-0810-005-D	QUALITY CONTROL DECISION POINTS

5.0 DEFINITIONS

- NONE

6.0 PROCEDURE

6.1 The Project Manager (PM) uses the TOUCHDOWN System to create the Project Weekly Status Report. The PM will complete the report prior to close of business on Friday of each week. *(**Note:** The PM will complete the report prior to close of business on Thursday if Friday is a holiday.)*

6.2 The PM enters actual project costs. *(**Note:** This will be an automated function in the near future.)*

6.3 The PM updates the project plan, issues/risks, and percent complete. The PM updates forecast budget, start and end dates as required.

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6.4 The PM lists accomplishments for the current reporting period, and planned accomplishments for the upcoming reporting period (bullet format).

6.5 The PM assesses the overall project as red/yellow/green and provides a summary justification in the PM Assessment block. *(**Note:** This data is date stamped and logged with the PM's name for audit purposes.)*

6.6 The Project Management Advisor (PMA) reviews the updated project plan and Project Weekly Status Report by close of business the following Monday, or close of business on the next business day if Friday and/or Monday is a holiday. The PMA assesses the overall project as red/yellow/green and provides a summary justification in the PMA assessment block. *(**Note:** This data is date stamped and logged with the PMA's name for audit purposes.)*

6.7 The PMA will archive the completed 0300-0370-005-D PROJECT WEEKLY STATUS REPORT in the Project Site Document Library in the TOUCHDOWN System.

7.0 RECORDS

7.1 Unless otherwise specified in this procedure, Records shall be maintained in accordance with 0100-0800-010-B FORMS AND RECORDS CONTROL.

8.0 REASON FOR CHANGE

8.1 Initial issue.

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