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Project Status Summary Report Template and Guideline Document

Project Management Workshop Component



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Revision History

REVISION HISTORY			
ENTER REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
Dept / ID #	dd/mm/yyyy	XYZ	Initial Release

It is a best practice to include revision history in a project artifact document to preserve the integrity of the document.



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1. INTRODUCTION

1.1 Purpose

The purpose of Project Status Summary Report Template and Guideline Document is to provide you with a dependable approach when developing project status reports and help in factual reporting of project activities to help effective decision making.

1.2 Scope

This Project Status Summary Report Template and Guideline Document identify the steps to be followed by the project team to create, update, and publish a project status summary report.

1.3 Document Preservation

This document must be reviewed and updated as the project team achieves its goals or improves its processes. This document must contain a revision history log so that changes to the report can be traced. When changes occur, the revision history must reflect an updated version number along with the date, the owner making the change, and the description of the change made to the report.



2. PERIODIC REPORT INSTRUCTIONS

The illustration below includes instructions on developing or revising a periodic report.

Project Information

You can reflect the same information in the oversight report created by an independent overseer (if any) so that there is a valid reference

Report Aspect	Instruction										
Project Rating	<p>The project's rating is indicated using Green, Yellow or Red indicators. This reflects the progress/performance of the project.</p> <p>This rating can be based on combined assessment of all relevant areas identified for the purpose of status summary.</p> <p>The following is an example of how to calculate the project rating of the project.</p> <p><u>Legend</u> Green = On time (0% late) Yellow = Late (1% to 4% late) Red = Very Late (5+% late)</p> <p>Example: 4 areas are Green = 0% late each 2 areas are Yellow = 1 is 2% late and 1 is 4% late 2 areas are Red = 1 is 2% late and 1 is 3% late</p> <table style="margin-left: 20px;"> <tr> <td>4 areas are Green</td> <td>$4 \times 0\% = 0\%$</td> </tr> <tr> <td>2 areas are Yellow</td> <td>$1 \times 2\% = 2\% + 1 \times 4\% = 6\%$</td> </tr> <tr> <td>2 areas are Red</td> <td>$1 \times 2\% = 2\% + 1 \times 3\% = 5\%$</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td colspan="2" style="text-align: right;">$11\% \text{ divided by } 8 = 1.375\%$</td> </tr> </table> <p>1.375% is yellow therefore, Project Overall rating is Yellow</p>	4 areas are Green	$4 \times 0\% = 0\%$	2 areas are Yellow	$1 \times 2\% = 2\% + 1 \times 4\% = 6\%$	2 areas are Red	$1 \times 2\% = 2\% + 1 \times 3\% = 5\%$	<hr/>		$11\% \text{ divided by } 8 = 1.375\%$	
4 areas are Green	$4 \times 0\% = 0\%$										
2 areas are Yellow	$1 \times 2\% = 2\% + 1 \times 4\% = 6\%$										
2 areas are Red	$1 \times 2\% = 2\% + 1 \times 3\% = 5\%$										
<hr/>											
$11\% \text{ divided by } 8 = 1.375\%$											
Project Manager	Name of the project manager										
Project Sponsor	Name of sponsoring organization or project sponsor										
Lifecycle Phase	Current lifecycle phase of the project (plan / execution/ optimization)										
Project Budget:	Current status of the project budget										
Project expenditure	Actual money spent on the project work effort till date										
Project Start Date	Date project was started										
Project End Date	Date project is scheduled to end										



Risks reported from customized risk ranking tool

In the workshop we have discussed how you can create a customized risk ranking tool for your project. You can identify the top risks to be managed from this process and update the status summary report as well as the risk register. Identify the exposure based on the probability impact matrix.

Field	Instruction
Rank	Ranking of the risks from Risk Ranking Tool
ID	ID field from Risk Register
Risk Statement	Title and Description of risk from the risk register. Include if this has been previously identified.
Mitigation	Risk Mitigation approach as identified from the risk plan
Impact	Impact of the risk- qualitative / quantitative
Probability	Probability as assessed and indicated by the tool
Exposure	Red, Yellow, or Green indicator based on Risk Probability Impact Matrix

Guideline for completing Area Status Summary (see sample attached)

Field	Instruction
Area	We have taken these areas - Scope, Schedule, Human Resources, Cost, Contracts, and Stakeholder Satisfaction. You must report against these areas periodically to indicate changes from previous reporting period.
Rating	Indicate Red, Yellow, or Green based on the project's assessment for each area identified.
Action	Indicate if any action is required to correct the change in the area. You must include in the comment field what action is needed or recommended.
Comments	Indicate any issues or important events within the specific area.
Scope	Indicate any significant change(s) to the project scope
Schedule	Indicate any issues or significant events related to the project schedule. This can be either positive or negative - such as schedule slips or completion of a milestone.
Project Human Resources	Indicate any issues or significant events related to the vendor and project human resources. E.g. unavailability of a key resource etc.
Cost	Indicate any issues or changes related to the budget and cost, such as funding issues etc.
Contracts	Indicate any contract related issues or significant events



	such as performance issues, re-work etc
Stakeholder Satisfaction	Indicate any issues related to stakeholder (sponsor, client etc) satisfaction - such as, satisfaction surveys, acceptance status etc.

Key Activities Completed During Current Reporting Period

Update the status report by providing a brief and concise description of significant activities/milestones completed during the reporting period. This could be a bulleted list for easy comprehension and decision making.

Key Milestones Planned for the Next Reporting Period

Provide a sequential list and description of the milestones to be achieved in the next reporting period.



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Sample Report



SAMPLE PROJECT STATUS SUMMARY REPORT

<Insert Project Name> Project Status Summary
<Insert report month and year>

Project Information

Dashboard Rating	Project Manager:	Project Budget:
	Project Sponsor:	Actual Expenditure:
GREEN	Department:	Project Start Date:
	Lifecycle Phase:	Project End Date:

Risks

Rank	ID	Risk Statements	Mitigation	Impact	Prob.	Exposure
1	27		▪	Significant	65%	Yellow
2	10		▪	Critical	15%	Yellow
3	03		▪	Critical	10%	Yellow

Status Summary

Area (% changed from last period)	Rating	Action	Comments (Focus on any issues or significant events within the specific areas)
Scope	Green		
Schedule	Green		
Cost	Green		
Human Resources	Green		
Contracts	Yellow		
Stakeholder Acceptance of progress	Green		



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For more information on other project templates and accompanying checklists for various project related documents, please visit www.iccke.org/workshop/microsite/agenda.php