

- **Corrective action**—An intentional activity that realigns the performance of the project work with the project management plan;
- **Preventive action**—An intentional activity that ensures the future performance of the project work is aligned with the project management plan; and
- **Defect repair**—An intentional activity to modify a nonconforming product or product component.

#### 4.4.3.2 Work Performance Reports

Work performance reports are the physical or electronic representation of work performance information compiled in project documents, intended to generate decisions, actions, or awareness. Project information may be communicated verbally from person to person. However, in order to record, store, and sometimes distribute work performance information, a physical or electronic representation in the form of project documents is required. Work performance reports are a subset of project documents, which are intended to create awareness and generate decisions or actions. Specific work performance metrics may be defined at the start of the project and included in the normal work performance reports provided to key stakeholders.

Examples of work performance reports include status reports, memos, justifications, information notes, recommendations, and updates.

#### 4.4.3.3 Project Management Plan Updates

Changes identified during the Monitor and Control Project Work process may affect the overall project management plan. These changes, after being processed through the appropriate change control process can lead to project management plan updates. Project management plan elements that may be updated include, but are not limited to:

- Scope management plan (Section 5.1.3.1),
- Requirements management plan (Section 5.1.3.2),
- Schedule management plan (Section 6.1.3.1),
- Cost management plan (Section 7.1.3.1),
- Quality management plan (Section 8.1.3.1),
- Scope baseline (Section 5.4.3.1),
- Schedule baseline (Section 6.6.3.1), and
- Cost baseline (Section 7.3.3.1).