**Project Status Reports, including Progress Dashboards and KPI Tracking**

**Project:** Odoo ERP Integration for Safaricom Telecom  
**Version:** 1.0  
**Date:** [Insert Date]

**. Purpose**

To provide stakeholders with transparent, timely, and actionable updates on project progress, performance metrics, and any deviations from plan.

**B. Status Report Components**

| **Section** | **Description** | **Frequency** | **Owner** |
| --- | --- | --- | --- |
| Executive Summary | High-level overview of project status, key achievements, and concerns | Weekly / Biweekly | Project Manager |
| Milestone Progress | Status of key deliverables and phase completion | Weekly / Biweekly | Project Scheduler |
| KPI Dashboard | Visual representation of critical KPIs such as schedule adherence, budget variance, quality metrics | Weekly / Monthly | PMO Analyst |
| Resource Utilization | Current allocation and workload status | Weekly | Resource Manager |
| Risks & Issues Summary | Top risks and issues with status and mitigation actions | Weekly | Risk Manager |
| Upcoming Activities | Planned tasks and deadlines | Weekly | Team Leads |
| Decisions & Approvals | Recent decisions made and approvals granted | Weekly / Biweekly | Project Manager |

**C. Key Performance Indicators (KPIs)**

| **KPI** | **Description** | **Target / Threshold** | **Data Source** |
| --- | --- | --- | --- |
| Schedule Variance (SV) | Difference between planned and actual progress | ±5% | Project Management Tools |
| Cost Variance (CV) | Difference between planned and actual cost | ±5% | Financial Systems |
| Defect Density | Number of defects per module or deliverable | < 2 per module | QA Reports |
| User Adoption Rate | Percentage of users trained and actively using system | ≥ 90% | Training Reports |
| System Uptime | Availability of deployed system components | ≥ 99.9% | Monitoring Tools |

**D. Progress Dashboards**

* Utilize tools like Power BI, Tableau, or Jira dashboards.
* Real-time visual charts for milestones, task completion, and defect tracking.
* Drill-down capability to see detailed status by team or module.