**Schedule and Cost Variance Analysis Reports**

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

**A. Purpose**

To provide detailed analysis of deviations in project schedule and cost, helping identify root causes and enabling corrective actions to keep the project on track.

**B. Key Variance Metrics**

| **Metric** | **Definition** | **Formula** | **Desired Outcome** |
| --- | --- | --- | --- |
| Schedule Variance (SV) | Difference between earned value and planned value | SV = EV – PV | Zero or positive |
| Cost Variance (CV) | Difference between earned value and actual cost | CV = EV – AC | Zero or positive |
| Schedule Performance Index (SPI) | Efficiency of schedule utilization | SPI = EV / PV | ≥ 1 |
| Cost Performance Index (CPI) | Cost efficiency of work performed | CPI = EV / AC | ≥ 1 |

**C. Report Components**

| **Section** | **Description** | **Frequency** | **Audience** |
| --- | --- | --- | --- |
| Executive Summary | High-level overview of schedule and cost performance | Weekly / Monthly | Project Manager, PMO |
| Variance Detail | Detailed breakdown by work package, phase, or module | Weekly / Monthly | Project Team |
| Root Cause Analysis | Identify causes of variances (resource, scope, technical) | Monthly | Steering Committee |
| Corrective Actions | Recommended measures to mitigate negative variances | As needed | Project Manager |
| Forecast Adjustments | Updates to Schedule and Cost forecasts | Monthly | Executive Sponsors |

**D. Sample Variance Analysis Table**

| **Work Package** | **PV (KES)** | **EV (KES)** | **AC (KES)** | **SV (KES)** | **CV (KES)** | **SPI** | **CPI** | **Root Cause** | **Corrective Action** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Billing Module | 5,000,000 | 4,000,000 | 4,500,000 | -1,000,000 | -500,000 | 0.80 | 0.89 | Delays in API dev | Add resources, revise timeline |
| CRM Customization | 4,200,000 | 4,550,000 | 4,300,000 | 350,000 | 250,000 | 1.08 | 1.06 | Ahead of schedule | Reallocate surplus resources |