



Project reporting

Throughout the execution phase, reporting must provide decision-makers with a clear, transparent overview of how the transparent overview of how the project is progressing.





The Art of Project Reporting: Monitoring, Communication and Decision-Making



A project is properly managed when the following conditions are met:

- There is an organization & players to ensure operational steering (Project Committee) & decision-making (Steering Committee).
- A precise, detailed, forward-looking vision of quality, deadline and cost targets, which serves as a reference for management.
- An updated vision of quality, time and cost objectives, precise and detailed, which takes into account what has been done and what remains to be done.
- Discrepancies between the forecast and the updated vision are always measured. Actions to reduce them are planned.

Project objectives remain aligned with the organization's strategy.

In short, project reporting provides an objective, factual overview of the project's status. It is an essential tool for supervising, communicating, making informed decisions and guaranteeing the success of a project.

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ONE-PAGE WORD PROJECT STATUS REPORT

PROJECT NAME	PROJECT NO.

PROJECT MANAGER	PERIOD COVERED	DATE OF STATUS ENTRY	PROJECTED DATE OF COMPLETION

PROJECT SUMMARY

PROJECT OVERVIEW

CATEGORY	STATUS	DETAILS	COMMENTS

Timeline visualization:

KEY RISKS AND ISSUES

RISK / ISSUE NAME	STATUS	OWNER	DESCRIPTION



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- Ready-to-use Word Project Charter template



ONE-PAGE WORD PROJECT STATUS REPORT

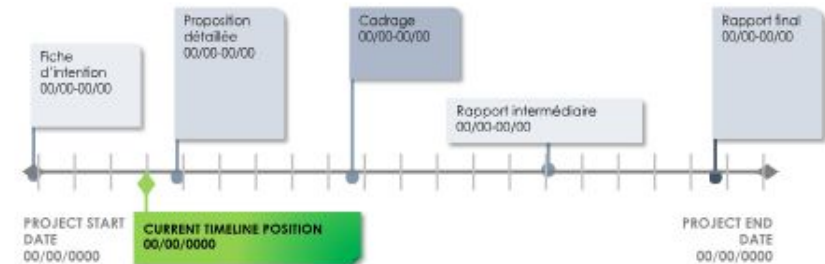
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contact@mana.fr