Project Status Report Template

Project: Real-Time Marketing Data App
Date: August 18, 20XX

Name/Organization:	AHI Solutions

<table>
<tr><td colspan="4" align="center">Overall Project Status of Your Deliverables

Deliverable Status: <mark>Yellow</mark>
Some risks and issues are present, but they are being managed.</td></tr>
<tr><td rowspan="4">Deliverable Status:
(Red, Yellow, Green)
• Green: On track for completion as planned
• Yellow: Some risks and issues present
• Red: Will not achieve desired results</td><td align="center">Objectives</td><td align="center">Current Health</td><td align="center">Forecast/Trending</td></tr>
<tr><td>Scope</td><td align="center">Green</td><td>On track to meet all deliverables.</td></tr>
<tr><td>Schedule</td><td align="center">Yellow</td><td>Adjustments are needed to the schedule due to task delays. A revised timeline is being prepared.</td></tr>
<tr><td>Budget</td><td align="center">Green</td><td>The project is within budget with no cost overruns expected.</td></tr>
<tr><td>Help Needed (Requirement and Sources): Describe as "MUST HAVE", "SHOULD HAVE", and "LIKE TO HAVE"</td><td colspan="3">MUST HAVE:
• Immediate allocation of an additional resource to address the delay in the schedule, particularly for the integration of data sources in User Story 01.
SHOULD HAVE:
• Access to advanced data analysis tools for the analytics team to expedite the identification of market trends.
LIKE TO HAVE:
• Additional budget for a third-party security audit to ensure compliance with industry standards.</td></tr>
<tr><td>Risk: New risks and changes since last report (Add, Change, Delete)</td><td colspan="3">New Risks and Changes Since Last Report:
1. Risk Added:
  o Data Integration Complexity: The integration of multiple data sources is proving more complex than initially anticipated, which could lead to further delays if not managed carefully.
2. Risk Changed:
  o Resource Availability: One key developer is on leave for a week, impacting the timeline for User Story 03. A temporary replacement is being considered.</td></tr>
<tr><td>Issues: Risks that occurred or questions you need responses for</td><td colspan="3">Risks That Occurred or Questions Needing Responses:
1. Issue Raised:
  o Delay in Data Integration: The team is currently facing delays in the integration process due to unforeseen data format inconsistencies between sources. A meeting with the data providers has been scheduled to address this.</td></tr>
</table>

	2. **Issue Raised:** o **Testing Resources**: There is a shortage of testing resources, which may delay the quality assurance phase for User Story 04.
Recent/Pending Decisions Impacting Project:	**Pending Decision:** • Approval of the revised project schedule to accommodate the delays in data integration. **Recent Decision:** • Decision to proceed with the current security protocols instead of outsourcing to meet the initial budget constraints.
Comments:	**Team Morale:** Despite the challenges, the team remains motivated and is actively working to resolve the issues. **Stakeholder Communication:** Regular updates are being provided to stakeholders to keep them informed of the project's status and any potential impacts on the delivery timeline.

Key Notes:

• Keep the report brief. Shorter reports are easier to understand.

• Traffic light reporting (Green/Yellow/Red) is a best practice. Remember that some people cannot see colors well. Add verbiage.

• Share the most important information first.

• Determine the optimal reporting frequency based on the needs of the project. If status is slowly changing, perhaps an every-other-week status reporting schedule will suffice.

• Ensure the status report is targeted at the stakeholders who need the information. Ensure these stakeholders have access to the report.

Change Request Form

Project:	*AHI App Development*	**Change ID**:	*0005*
Date Requested:	*1 Aug 20xx*	**Requested By**:	*Ram Samuels*
PM:	*Cary Manning*	**Requestor Email**:	*RamS@AHI.net*
Decision:	*Pending*	**Decision Date**:	*7 Aug 20xx*
	Accepted, Accepted with Modifications, Rejected, Deferred, Further Analysis Required		

Proposed Change: Detailed description. Focus on business needs and requirements; solution is secondary.

Description:

Ram Samuels has identified two additional data feed sources that are recommended for incorporation into the AHI App. These feeds are expected to provide critical business insights, particularly in global sales data for the skincare industry and enhanced demographic analytics. This change will require an additional $5000 in project costs and an estimated two weeks to acquire the necessary licenses and activate the feeds.

Reason for Change: Focus on benefits that will accrue after the change is made. Describe why this change was not addressed earlier in the project. Who or what is driving this change?

Justification:

The first data feed offers advanced global sales data specific to the skincare product industry, updated weekly. This will allow for more accurate and timely market positioning. The second data feed enhances demographic analytics, which will help in more precise customer segmentation and targeted marketing efforts. These benefits were not initially considered because these data feeds became available after the project commenced, driven by evolving business needs and market opportunities.

Impact Analysis: Consider the impact on work products, quality, schedule, scope, budget, people, resources, and other projects. List cost/benefit/ROI. Consider impacts on all groups and stakeholders. List assumptions, dependencies, and risks. Define approval levels.

(To be completed by PM/team)

Scope:
- *The inclusion of these data feeds will expand the scope slightly but will significantly enhance the app's functionality, particularly in analytics and market intelligence.*

Schedule:
- *The project timeline will be extended by approximately two weeks due to the time needed for licensing and activation of the new data feeds.*

Budget:
- *The project budget will increase by $5000, which includes the cost of the new data feeds. This amount must be approved and allocated from the contingency or an additional budget request.*

Quality:
- *The quality of the app is expected to improve with more accurate and comprehensive data, leading to better business decisions and a competitive edge in the market.*

Resources:
- *Additional resources may be required to integrate the new data feeds into the existing app architecture. This could involve the data integration team and additional testing resources.*

Assumptions & Dependencies:
- *It is assumed that the licensing process will proceed without delays. The timeline is dependent on the timely approval and integration by the development team.*

Risks:
- *Potential risk of delay if the licensing process is slower than anticipated or if technical integration issues arise. There is also a risk of cost overruns if additional resources are needed beyond the initial estimate.*

Approval Levels:
- *Approval is needed from the project sponsor and financial controller due to the increase in budget and timeline.*

Implementation Options: Consider options to implement this change. What strategies are recommended? How will implementation impact the current scope, budget, and schedule milestones?

(To be completed by PM/team)

1. ***Option 1: Accept as is***
   - *Proceed with the integration of both data feeds, accepting the budget increase and the two-week delay in the project schedule.*

2. ***Option 2: Accept with modifications***
   - *Integrate only one of the two data feeds based on priority or budget constraints. This could limit the functionality but keep costs lower and potentially shorten the delay.*

3. ***Option 3: Defer***
   - *Delay the decision until further analysis can be completed, particularly around the actual benefit and return on investment (ROI) of adding these data feeds.*

4. ***Option 4: Reject***
   - *Do not incorporate the new data feeds, maintaining the current scope, schedule, and budget.*

5. ***Option 5: Further analysis required***
   - *Conduct a more detailed impact analysis to better understand the full implications of this change, including a more thorough cost-benefit analysis.*

Change Request Form

Decision: <mark>Accept with Modifications</mark>		
Decider(s) Name:	Date	Comments/Modifications
Cary Manning (Project Manager)	7 Aug 20xx	**Modification 1:** Approve the integration of the first data feed, focused on global sales data for the skincare industry, due to its high business value and immediate benefit to the project.
Jane Doe (Project Sponsor)	7 Aug 20xx	**Modification 2:** Defer the integration of the second demographic analytics feed until the project's next phase or when additional budget/resources become available. This phased approach will help manage costs and minimize risks to the project timeline.
John Smith (Financial Controller)	7 Aug 20xx	*Additional Note: The budget increase of $5000 for the first data feed is approved. The project schedule will be extended by two weeks to accommodate the integration. The decision to include the second feed will be revisited after the initial implementation and review of the first feed's impact.*

Decision Notes: Reasons for Decision. <mark>Decision follow-up actions are necessary.</mark>

(Completed by PM/team)

Integration Plan for First Data Feed:
- *Action: Develop a detailed integration plan for the first data feed, including tasks, timelines, and resource allocations.*
- *Responsible Party: Cary Manning (Project Manager)*
- *Due Date: 10 Aug 20xx*

Budget Adjustment:
- *Action: Update the project budget to reflect the additional $5000 cost. Ensure all financial stakeholders are informed and the budget documentation is revised.*
- *Responsible Party: John Smith (Financial Controller)*
- *Due Date: 12 Aug 20xx*

Project Timeline Update:
- *Action: Extend the project schedule by two weeks to accommodate the integration of the first data feed. Communicate the updated timeline to all stakeholders.*
- *Responsible Party: Cary Manning (Project Manager)*
- *Due Date: 14 Aug 20xx*

Re-evaluation of the Second Data Feed:
- *Action: Schedule a follow-up meeting post-integration of the first data feed to assess its impact and determine the feasibility and timing of integrating the second feed.*
- *Responsible Party: Jane Doe (Project Sponsor)*
- *Due Date: 1 Sep 20xx*

Change Request Form

	Close-Out Checklist (As Applicable):
1	**Change Logged in Change Log** • **Action:** Record the change in the Change Log, detailing the decision and rationale. • **Status:** Completed • **Responsible Party:** Project Manager • **Completion Date:** [Insert Date]
2	**Change Posted on the Project Site** • **Action:** Upload the change log entry to the project site for stakeholder visibility. • **Status:** Completed • **Responsible Party:** Project Coordinator • **Completion Date:** [Insert Date]
3	**Scope Document and Other Key Project Documentation Updated** • **Action:** Update the project scope document and any other relevant documentation to reflect the change. • **Status:** Completed • **Responsible Party:** Project Manager • **Completion Date:** [Insert Date]
4	**Design Document, Test Plan, Test Cases, Training Notes, and Others Updated** • **Action:** Ensure all technical and training documentation is revised to incorporate the changes. • **Status:** In Progress • **Responsible Party:** Development and QA Teams • **Expected Completion Date:** [Insert Date]
5	**Schedule and Budget Updated** • **Action:** Adjust the project schedule to account for the additional two weeks and update the budget to reflect the $5000 increase. • **Status:** Completed • **Responsible Party:** Project Manager and Financial Controller • **Completion Date:** [Insert Date]
6	**Status Report Updated** • **Action:** Update the project status report to include details of the change and its impact. • **Status:** Completed • **Responsible Party:** Project Manager • **Completion Date:** [Insert Date]
7	**Change Communicated to Stakeholders** • **Action:** Inform all relevant stakeholders about the change, including the reasoning, impacts, and next steps. • **Status:** Completed • **Responsible Party:** Project Sponsor or Project Manager • **Completion Date:** [Insert Date]