

4 Types of Project Reports:-

① Project Status Reports

- provides summary of current project progress
- includes milestones achieved, upcoming tasks & overall health.
- shared weekly, bi-weekly or monthly
- used by project managers, stakeholders

② Progress Reports

- includes detailed updates on completed work, pending activities & blockers.
- it is used by teams for internal tracking & team meetings.
- shared daily or weekly

③ Financial Reports:-

- These reports contain budget allocatⁿ, expenses & variances.
- Helps in financial forecasting & cost control
- used by executives & finance team
- shared monthly or quarterly.

④ Risk & Issue Reports:-

- identifies potential, risks, their impact & proposed risk response strategies
- it helps in proactive risk mgmt.
- used by project manager & risk officers.
- shared monthly or as n

⑤ Resource ~~Utilization~~ Reports:-

- tracks workload distribution across team members.
- Helps in balancing workload & optimizing resource

⑥ Change Management Reports

- it documents any change in project scope, time or budget.
- it includes justification changes & approval

Stakeholders Interest \rightarrow High
Low - Interest
Stakeholders Influence \rightarrow

⑦ Lesson Learned Report:-

- captures insights from project executⁿ to improve future projects
- includes successes, challenges & recommendations
- used by all stakeholders
- used at the end of project.

* Engaging with stakeholders:-

- It means actively involving everyone who has an interest in the project or is affected by the project.
- It ensures alignment, minimize risks & increase the chances of project success.
- How to effectively engage with stakeholders:

i) Identify Stakeholders:-

- list all individuals, groups or org^s affected by the project. (ex. sponsors, customers, team members, regulatory bodies).
- classify stakeholders based on their level of interest & influence.

ii) Understand Stakeholder Needs & Expectations:-

- conduct interviews, surveys or meetings to gather their requirements & concerns.
- Prioritize stakeholders based on their impact on the project.

iii) Develop a Stakeholder Engagement Plan:-

- Define strategies for commⁿ & involvement (ex. regular meetings, reports, feedback loops).
- Tailor engagement based on stakeholder influence & interest.

Interest stakeholder → daily sit ups, team members
Stakeholders →
High influence stakeholders → project sponsors
Low influence stakeholders →

PAGE No.	
DATE	/ /

iv) Maintain Open & Transparent Communication:-

- Use clear, consistent & timely updates through emails, dashboards or meetings.
- Keep stakeholders informed about project progress, risks & changes.

v) Actively Manage Conflicts & Expectations:-

- Address concerns promptly & find common ground.
- align stakeholders expectations with project goals & constraints.

vi) ^{Encourage} Foster Collaboration & Participation:-

- involve stakeholders in decision-making where appropriate.
- Encourage feedback to improve project outcomes.

viii) Monitor & Adjust Engagement Strategies:-

- Regularly assess stakeholders satisfaction & engagement effectiveness.
- Adjust communication & involvement methods as needed.

* Project Communication:-

- It is the process of sharing relevant information among stakeholders to ensure clarity, alignment & progress toward project goals.

• Communication Planning:-

- Before starting the project, a comm plan should be developed to define:

i) What needs to be communicated (ex. progress updates, risks, decisions)

ii) Who the audience is (stakeholders, team members, clients, executive)

iii) How Comm? will take place (meetings, emails, reports, dashboard)

iv) When comm? will occur (daily stand-ups, weekly reports)