**Project Status Report**

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| **Project Type:** | IT Project | **Reporting Period:**  **Start to today** | From: | 19 Sep, 2019 |
| To: | 31 Oct. 2019 |
| **Project Name:** | **Hotel Fanshawe Centralized Reporting Software System** | | | |
| **Project Description:** | Adoption of a centralized reporting software system for Fanshawe hotel. | | | |
|  |  | **Name of person completing this report: (incl. title and e-mail address)** | | Bohan Zhang (PM)  b\_zhang33@fanshaweonline.ca |

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| PROJECT SUMMARY | | | |
| Overall Project Status\*Key indicators: budget, schedule, stakeholders, scope, resources |  | **On Track** | The project is well controlled. Some issues may have been identified, but effective actions are planned for solving them. |
|  | **Off Track** | The project has problems that require change in plans. Additional focus and management is essential to bring the project back under control. |
|  | At Risk | The project has serious problems. One or more\* key indicators are in At Risk status. |
|  | Not Started | Not started (and not scheduled to start) |
| Comments: |  | | |
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| Project Schedule | | | | | | | | | | | |
| **Project Start Date:** | | 19 Sep, 2019 | |  | | **Planned End Date:** | | | 12 Dec, 2019 | | |
| **Current Phase:** | | Which Process? Planning | | | | | | | | | |
| Major Milestones or Deliverables | | | **Status** | | | | Plan Date | Revised | | **Actual Date** | **% Complete** |
|  | List 5 Deliverables and 5 Milestones | |  | | | |  |  | |  |  |
|  | Perform a SWOT Analysis | | **G** | | | | Sep 26, 2019 |  | |  | 100% |
|  | Developing a business case | | **G** | | | | Sep 30, 2019 |  | |  | 100% |
|  | Resource Planning | | **G** | | | | Sep 27,  2019 |  | |  | 100% |
|  | Form Contract | | **G** | | | | Oct 1, 2019 |  | |  | 100% |
|  | Budget & Cost | | **G** | | | | Sep 27, 2019 |  | |  | 100% |
|  | Finding potential vendors [Milestone] | | **G** | | | | Oct 4, 2019 |  | |  | 100% |
|  | Finalizing the selected vendors and contract for the software and COGNOS reporting [Milestone] | | **G** | | | | Oct 21,2019 |  | |  | 100% |
|  | Evaluating Hotel Fanshawe current infrastructure and make any necessary [Milestone] | | **G** | | | | Nov 5, 2019 |  | |  | 0% |
|  | Software vendor assists to deploy their software to the servers infrastructure [Milestone] | | **G** | | | | Nov 25,2019 |  | |  | 0% |
|  | Staff training [Milestone] | | **G** | | | | Nov 29, 2019 |  | |  | 0% |
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| **GREEN** – On target to achieve Milestone/Deliverable Date. Baseline date = Forecast Date.  **AMBER** – Milestone Target Delivery Date is in danger of not being achieved but a managed solution capable of bringing forward the Forecast date is being applied. Baseline date < Forecast Date | | | | | **RED** – Milestone Target Delivery Date is not going to be achieved or has already passed. No work rounds or solutions capable of bringing forward the forecast date is available. | | | | | | |

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| Project Costing & Tracking: Please provide details regarding project costs for this reporting period (budget, actual expenditures, and variance) and include comments variances. ‘Budget’ refers to the amount received for the project. ‘Actual’ refers to what is spent to-date. Make up an actual so far. ‘Variance’ is the difference between ‘Budget’ and ‘Actual’. | | | | |
|  | **Comment** | **Project To-Date** | | |
| **Budget** | **Actual** | **Variance** |
|  | | $1,000,000 CDN | $600,000 CDN | $400,000 CDN |