# **17. Progress Report**

## **Project:**

## **Prepared By:**

## 

## **Preparation Date:**

## **Report Period :**

## **Accomplishments of this period*.***

**1.**

**2.**

**3.**

**4.**

## **Plans for the next review period:**

*Work planned to be completed in the following month. Also mention the “to complete CPI” and “to complete SPI”.*

**1.**

**2.**

**3.**

**4.**

## **Project Metrics**

Scope

* No of change request approved
* No of requirements delivered
* Value of the features delivered
* requirements Stability Index

Time

* Schedule Variance
* Today Number of days delay
* No of milestone achieved
* No of milestone missed

Cost

* Cost variance in this milestone
* Cost varaiance accumulated as of now

ETC : $ 20,000

CPI : 1.2

Quality

* Utilization : 83%
* Defect Density : .01 WDD
* Productivity : 5 Units/Hr

Risk

* Risk Budget Utilized by now: 20K
* Project Total Risk Budget : 50K
* Number of high exposure risk: RK123, RK234
* Number of incident occurred: 1
* Last Risk Audit Date: 01-Jan-2016

Human Resource

* Number of people work (Technology wise, location wise, period)
* Number of people required
* Number of hours training done
* Training required

Procurement

* What are purchase order placed.
* What has been procured
* What will be procured in next period
* What is the procurement budget for next period
* How much spend on procurement in last cycle.

## **Issues:**

*what are the bottlenecks in the project?*

**Action Status of Last Meeting**

## **Change Request:**

*Scope, time, cost, resources or any other change required in the project.*