

## PROJECT STATUS REPORT (fictitious example)

**Project:** Pharmacy Department Library

**Executive Sponsor:** Jim Chan, VP

**Project Sponsor:** Jane Smith, Director Pharmacy

**Project Leader:** Robert Kahn, Project Management Office

**Report Date:** 4/4/11

|   |   |  |                              |                               |                                |
|---|---|--|------------------------------|-------------------------------|--------------------------------|
| <b>Overall project performance:</b>   | <input type="checkbox"/> Green            | <input checked="" type="checkbox"/> Yellow | <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Black |
| Comments (If yellow or red, please explain):  |   |  |                              |                               |                                |
| <b>Schedule:</b>  | <input checked="" type="checkbox"/> Green | <input type="checkbox"/> Yellow            | <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Black |
| Comments (If yellow or red, please explain):  |   |  |                              |                               |                                |
| <b>Scope:</b>   | <input checked="" type="checkbox"/> Green | <input type="checkbox"/> Yellow            | <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Black |
| Comments (If yellow or red, please explain):  |   |  |                              |                               |                                |
| <b>Budget:</b>  | <input type="checkbox"/> Green            | <input checked="" type="checkbox"/> Yellow | <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Black |
| Comments (If yellow or red, please explain): Actual cost of shelving procurement and delivery is higher than original budget estimate. Difference between actual and estimate will use the entire project risk reserve. |   |  |                              |                               |                                |

**Green** = ok, **Yellow** = issues, **Red** = critical issues, **Blue** = proposed, **Black** = completed

**Accomplishment Summary:** Summarize high-level results associated with this project during this report period.

### Accomplishments

1. Pharmacy manager and representatives reviewed and agreed on list of books for library
2. Project team completed Pharmacy office 5S and determined library location

**Help needed:** List key issues or risks with which the project team needs assistance.

|    | Issue or Risk Description                    | Status   | Resolved                 |
|----|--|--|--------------------------|
| 1. | Actual cost of shelving higher than estimate | With the project budget risk reserve, there is enough money to cover the difference between the estimated cost of shelving and actual cost. However, this would leave the project with no additional funds for any other risk event. Project Leader seeks Sponsor and Executive Sponsor permission for budget increase or request for alternative shelving choice. | <input type="checkbox"/> |

**Goals or Milestones:** Describe each goal and/or milestone with the progress made to this point.

| Milestones Description   | Target Date | Completion Date | Percent Complete |
|--|-------------|-----------------|------------------|
| 1. Obtain approval of budget                                       | 3/15/11     | 3/10/11         | 100%             |
| 2. Conduct Department 5S location of library within the department | 4/25/11     | 4/1/11          | 100%             |
| 3. Determine location of library within the department             | 4/29/11     | 4/1/11          | 100%             |

**Goals or Milestones:** Describe each goal and/or milestone with the progress made to this point.

| Milestones Description                                  | Target Date | Completion Date | Percent Complete |
|---|-------------|-----------------|------------------|
| 4. Determine initial number of books and book titles    | 4/15/11     |                 | 50%              |
| 5. Procure shelving                                     | 5/1/11      |                 | 25%              |
| 6. Procure books  | 5/15/11     |                 | 25%              |
| 7. Catalog all books in the library                     | 6/1/11      |                 | 25%              |
| 8. Establish check-out and return system and policy     | 6/15/11     |                 | 0%               |
| 9. Create procedure for adding more books in the future | 6/30/11     |                 | 0%               |

**Results:** List the detailed results associated with this project during this report period.

| Results   |
|---|
| 1. Contacted furniture vendor and received quote of actual cost of furniture and delivery |
| 2. Completed final activity of department 5S  |
| 3. Developed final list of book titles for team circulation and review                    |

**Tasks:** What tasks will be the focus of the project over the next reporting period?

| Description  |
|--|
| 1. Determine whether or not original shelving choice shall remain in light of budget issue |
| 2. Receive team feedback on book list  |
| 3. Order new book titles   |
| 4. Schedule meeting to begin discussion about book check-in and check-out procedure        |