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| --- |
| <Nombre del Cliente> |
| **<Nombre del Proyecto>** <idProducto/version> |
| Reporte de Avance del Proyecto. |

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| **Semana #** | | | | | |  | | | | | | | | **Termina el:** | | | | | | <dd/mm/aaaa> | | | | | | | | | | | | | |
| **Administrador:** | | | | | | <Administrador del Proyecto> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Logros de esta semana:** | | | | | | | | | | | | | | **Metas para la próxima semana:** | | | | | | | | | | | | | | | | | | | |
| **Planeado** | | | | **Fecha Inicio:** | | | | | <dd/mm/aaaa> | | | | | **Fecha Final:** | | | | | <dd/mm/aaaa> | | | | | | | **% Avance:** | | | | |  | | |
| **Real** | | | | **Fecha Inicio:** | | | | | <dd/mm/aaaa> | | | | | **Fecha Final:** | | | | | <dd/mm/aaaa> | | | | | | | **% Avance:** | | | | |  | | |
| **Estatus del proyecto** (marcar una con 🗹): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Verde (OK) ❑  máximo 5% desviación | | | | | | | | | | | Amarillo (con problemas) ❑  entre 5% y 15% desviación | | | | | | | | | | | | Rojo (en riesgo) ❑  mayor o igual a 20% de desviación | | | | | | | | | | |
| **Reporte de Desviación por Fase** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Planeación** | | | **Análisis y Diseño** | | | | | **Desarrollo** | | | | | **Prueba** | | | | **Despliegue** | | | | | **CM** | | | | | **PMC** | | | **R&D** | | | |
| **P** | **R** | **D** | **P** | | **R** | | **D** | **P** | | **R** | | **D** | **P** | | **R** | **D** | **P** | **R** | | | **D** | **P** | | **R** | **D** | | **P** | **R** | **D** | **P** | | **R** | **D** |
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| **Documentación del proyecto** | | | | | | | | | | | **Recursos** | | | | | | | | | | | **Material y Equipo** | | | | | | | | | | | |
| * No iniciada * En desarrollo * En revisión * En aprobación * Otro :\_\_\_\_\_\_\_ | | | | | | | | | | | * Disponibles * Requieren evaluación * Requiere contratar * Liberar recursos(s) * Otro: \_\_\_\_\_\_\_ | | | | | | | | | | | * En aprobación * Pedido * Entregado * Se pagó al proveedor * Otro: \_\_\_\_\_\_\_ | | | | | | | | | | | |
| **Resumen de asuntos pendientes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Resumen de riesgos** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Resumen de cambios al alcance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Resumen de Administración de Datos** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Resumen de Involucramiento de los Involucrados Relevantes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Resumen de Monitoreo de Milestones** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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