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ITSE 1450

Questions\_3\_7

Project status is typically reported to management through two main ways: written reports and oral presentations.

1. Written Reports: These are formal documents that provide a comprehensive overview of the project's status. Written reports include details about project objectives, timelines, milestones, budget, risks, issues, and accomplishments. They often follow a structured format and can be distributed electronically or in print. Written reports are useful for providing a detailed reference that stakeholders can review at their own pace. They are also valuable for documentation and historical records.

2. Oral Presentations: Oral presentations involve project managers or team members presenting the project's status verbally to management or stakeholders. These presentations can take various forms, such as in-person meetings, video conferences, or webinars. Oral presentations allow for real-time interaction, questions, and discussions. They are particularly effective for conveying complex information, emphasizing key points, and addressing immediate concerns. Oral presentations can be supported by visual aids like slides or charts to enhance understanding.

Both written reports and oral presentations have their advantages and are often used in combination to ensure that project status is effectively communicated to management. The choice between these methods depends on factors such as the audience's preferences, the complexity of the project, and the need for interactive discussions.