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| Date: | \*\* / \*\* / \*\* |
| Version |  |
| Prepared by: | Name |
| Prepared for: |  |
| MSA Focus Reference |  |

*ForeTV Documentation*

***Project Status Report***

***Project Title & Customer Name***



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# Document History

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| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
| Simon Flack | 01/09/2014 | Creation of document | 1.0 |
|  |  |  |  |
|  |  |  |  |

# Document Overview

|  |  |
| --- | --- |
| Project |  |
| Client |  |
| Location |  |
| Dates of Visit |  |
| Attendees |  |
| Date Created |  |
| Author |  |

# Introduction

## Purpose

The information contained within this document is designed to inform on how a project is progressing, detailing the basics of what has been achieved, what is outstanding and what has changed since the project began or the last report.

## Audience

This document is aimed at decision makers, managers and project staff within MSA Focus to provide an overview of project progress.

## Scope

This document aims to provide an interim update on the progress of a project, including a status overview of all major areas of the project from installation and modification development to training.

# Project Summary

A brief summation the project status and how it is progressing generally. Specific problems/successes and points of note should be mentioned here.

# Project Details

The following details each of the main project areas their progress and status.

## Requisitions

## Commissioning

## Impact Analysis

## Module Design

## Module Development

## Installation

## High Level Training/Acceptance Testing

## End User Training

## Live Implementation

## Go Live Support / Closure

## Miscellaneous

# Modifications

The following provides an overview of all contractual system modifications to be developed under the project, their references and status.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref. | Description | Spec | | | Dev |  |  | QA |
|  |  | Days | Finished | Delivered | Days | Finished | Delivered | Days |
|  |  |  |  |  |  |  |  |  |
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# Actions

The main action points at this stage of the project are listed in the table below, including the current status of each. The actions highlighted are completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ref | Action | Owner | Assigned to | Due Date | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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# Milestones

All major project milestones are listed below along with their original due date, current forecast completion dates and status.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ref | Milestone | Due Date | Forecast Date | Status | Comment |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Project Days

|  |  |  |  |
| --- | --- | --- | --- |
| Implementation Task | Contractual Days | Actual Days | Variance |
| Gap Study |  |  |  |
| Project Management |  |  |  |
| Analysis & Specification |  |  |  |
| Development |  |  |  |
| Training |  |  |  |
| **Totals** |  |  |  |

# Associated Documentation

Any associated external documentation for this project should be listed here.

# Further Information

Allows you to details any further information that may be relevant but not already covered within this document. For example: further information received from the client, suggestions, current actions or reference documentation not directly linked to this project.