**PROJECT STATUS REPORT TEMPLATE**

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| --- | --- |
| **Project Name** | Kitchen Remodeling |

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| --- | --- | --- | --- |
| ***Project Manager*** | **Date of Status Entry** | **Period Covered** | **Projected Date of Completion** |
| ***Joshua Gress & Neha Thota*** | **11/23/2020** | **70%** | **12/08/2020** |

**EXECUTIVE SUMMARY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Narrative Summary of Status** | **Schedule:** | **AMBER** | **Budget:** | **AMBER** | **Issues:** | **AMBER** |
| *Schedule: 1. Due to high volume of materials, there was a 2 day delay of the order shipment causing the installation of equipment to postpone.*  *2. Contractor took 1 day longer than expected in creating a contract*  *Budget: We need 150$ more for painting kitchen cabinets.*  *Issues: The cabinets arrived in different shades than expected, which don’t go with the color theme of the kitchen.* | | | | | | |

**PROJECT COMPONENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Grade** | **Owner / Team** | **Notes** |
| Budget | **90%** | **Joshua Gress** | *We have almost the right amount of budget for the rest of the project, except we need some amount of money to paint the kitchen cabinets.* |
| Resources | **80%** | **Joshua Gress** | *The contractors and plumber arrive on time. Though we had some trouble with hardware.* |
| Timeline | **70%** | **Joshua Gress** | *The timeline and schedule are followed correctly by everyone. Though it has to be adjusted due to the delay in creating of contract and the arrival of equipment and painting.* |
| Scope |  |  |  |

**PROJECT SCHEDULE**

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| --- | --- | --- |
| **Week #** | **Status** | **Details** |
| 3 | Amber | * 2 day delay in order materials * Enough room for all the materials to fit * Removed all the appliances carefully |
| 4 | Green | * Removed and disposed all the appliances and hardware carefully |
| 5 | Amber | * Materials may not be returned as it is our fault. Reordering cabinets would cost more money and is very time consuming. Therefore, cabinets have to be painted to match the color theme of the kitchen. |

**PROJECT MILESTONES REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Milestones** | **Status** | **Baseline Completion Date** | **Expected Completion Date** | **Issues Exist (Yes/No)** |
| Contract complete | Amber | 11/5/2020 | 11/6/2020 | Yes |
| Demolition complete | Green | 11/18/2020 | 11/19/2020 | No |
| Labor complete | Amber | 12/4/2020 | 12/10/2020 | Yes |

**PROJECT TIMELINE VISUALIZATION**

MILESTONE 3

Labor complete

MILESTONE 2

Demolition complete

MILESTONE 5

Details

**PROJECT END DATE**

**00/00/0000**

MILESTONE 1

Contract complete

ROADBLOCK 3

3 extra days are needed for painting cabinets. We need 150$ for paints and brushes.

ROADBLOCK 2

2 day delay in order shipment

ROADBLOCK 1

Contractor took a day longer than expected to create the contract

**CURRENT TIMELINE POSITION**

**11/23/2020**

Week 6- Nov 30- Dec 7

Week 5- Nov 16- Nov 23

Week 3- Nov 2- Nov 9

**PROJECT END DATE**

**12/10/2020**

**PROJECT START DATE**

**10/19/2020**

**PROJECT ISSUES SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Priority (H/M/L)***  ***(At least 3)*** | ***Issue Description*** | ***Impact Summary (Milestone, Schedule Scope, Resources, Space…)*** | ***Resolution Steps*** |
| 1. Low | Contractor took a day longer to create contract | Milestone, Schedule | Timeline must be adjusted |
| 2. Medium | 2 day delay in order shipment | Schedule | Timeline must be adjusted |
| 3. High | Wrong cabinet shades ordered | Budget, Resources, Schedule | Budget must increase, timeline must be adjusted |

**PROJECT RISK SUMMARY**

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| --- | --- | --- | --- | --- |
| ***Priority***  ***(At least 2)*** | ***Probability of Occurrence*** | ***Risk Description*** | ***Potential Impact (Milestone, Schedule Scope, Resources, Space…)*** | ***Mitigation Strategy*** |
| 1. Paints costing more | 50% | Paints for cabinets might cost more than 150$ | Budget, Resources | Go through as many store websites as possible and buy cheap, but good quality paints |
| 2. Painting takes longer | 30% | Painting cabinets might take longer than 3 days | Schedule | Spend an hour more each day, if necessary |
| 3. Paints in wrong color | 10% | Paints might arrive in wrong color | Schedule, Scope | Go to a store nearby and check the color before buying, instead of ordering online |

**EXECUTIVE/SPONSOR ASSISTANCE REQUEST**

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| --- | --- |
| ***Description including reference to impact on time, cost and quality*** | ***Action requested*** |
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