projekt.pm

Status Report

Status report · internal

Project		**Reporting period**	MM/YY	**Date**	DD.MM.YYYY
Created by		**Distribution**			

1. Project status

Project completed? ☐ yes ☐ no Red: escalation, decision required Yellow: non-critical deviations Green: all requirements are currently met

Criterion	Red	Yellow	Green	Project manager's brief comment on the status
Content	☐	☐	☐	
Quality	☐	☐	☐	
Costs	☐	☐	☐	
Risk	☐	☐	☐	
Time	☐	☐	☐	

2. Project progress

Costs	Phase 1 *e.g. concept*	Phase 2 *e.g. roll-out*	Phase 3 *e.g. development*
Planned project volume (€)			
Degree of completion (%)			
Actual effort / actual costs (€)			
Remaining effort / remaining costs (€)			
Additional costs (€) · of which approved (€)			

Dates	Date
Milestone …	DD.MM.YYYY
Milestone …	DD.MM.YYYY
Change Request	DD.MM.YYYY
Project closure (as per current plan)	DD.MM.YYYY

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3. Scope / quality / time – events and issues affecting project progress

Resolved issues are listed once more and dropped from the next report.

No.	Event / issue	Cause	Since when	Action	Responsible	By when	Status
1							
2							
3							
4							
5							

4. Risk report

Possible financial problems and other identified or expected risks – with a financial assessment.

No.	Topic	Action	Probability (%)	Risk value (€)
1				
2				
3				
4				

5. Other

6. Approval

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Date, signature
Project manager

Date, signature
Steering committee

7. Notes on determining the criteria status

Criterion	Explanation	Status red	Status yellow	Status green
Content	Delivery of the contractually agreed services in terms of functionality and scope	– Significant shortcomings in functionality or deliverable scope – Decision urgently required – Escalation required	– Minor shortcomings identified – Decision overdue – No escalation required yet	– No shortcomings identified – No decision required or overdue
Quality	Quality of the delivered project scope	– Quality achieved so far seriously deficient – Decision urgently required – Escalation required	– Minor shortcomings identified – Decision overdue – No escalation required yet	– No shortcomings identified – No decision required or overdue
Costs	Currently forecast project costs / project scope	– Significant deviation in scope and/or costs – Decision urgently required – Escalation required	– Minor deviations in scope or costs – Decision overdue – No escalation required yet	– No deviations – No decision required or overdue
Risk	Possible issues not yet arisen regarding scope, quality, cost and time – with planned actions (see risk report)	– Key objectives expected to be seriously at risk – Decision urgently required – Escalation required	– Key objectives expected to be slightly at risk – Decision overdue – No escalation required yet	– No risk to objectives identified – No decision required or overdue
Time	Meeting the promised or agreed deadlines (regardless of effort)	– Significant deviation from promised deadlines – Decision urgently required – Escalation required	– Minor schedule deviations – Decision overdue – No escalation required yet	– No schedule deviations – No decision required or overdue

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