

Project Status Report

Project Name:	XYZ Computer System	
Project Manager:	Ken Owtrim	
Department Name:		
Department Manager:		
Date prepared:	03/31/09	
Reporting Period:	From:	03/01/09
	To:	03/31/09

Project Overview Statement:

We are in the early stages of the project and progressing satisfactorily. The project plan has been updated with detail level activity entries by the various teams and no major snags have surfaced. The team is receiving application training by the software vendor, and has been trained on using our project management templates and the overall PM process we are using. There are some delays in freeing up some staff for project duties but these will be resolved over the next two weeks. The pilot testing of the new application on the XYZ hardware platform has been successful and we are confident that it will perform satisfactorily.

Project Summary Status Checklist:

Schedule	Y/N	Comments
Has the planned milestone deliverable date changed?	N	We are on schedule with the planned milestone dates
Has the planned project completion date changed?	N	There is no indication that the end live date will not be met.
Is the overall project on schedule?	Y	No significant problems to date.
Scope	Y/N	Comments
Have the assumptions in the project charter changed?	N	
Have the project objectives changed?	N	
Has the project scope changed?	Y	Bar code reader capability has been added with no adverse affect on the overall project schedule.
Do the approved scope changes exceed 20% of the total project budget?	N	
Staffing / Work	Y/N	Comments
Are there any problems affecting the team's ability to do their work?	N	Most training is completed. The physical team environment is fully in place with all needed equipment.
Are there any staffing (internal and external) problems?	N	Minor delay in some internal staffing to be resolved next week.
Are there any outstanding major issues?	N	
Are any external factors affecting the project?	N	

Project Financial Status:

For budget variances greater than 10%

Budget Item	Planned Cost	Actual Cost	Explanation
PM staffing	\$190,000	\$215,000	Hired more senior individual. Will offset costs in overall project performance.

Milestone Deliverables for Reporting Period: (as per project plan)

Milestone Deliverables	Due Date	% Comp	Status
Milestone 1 – Display division			
Inventory module setup	05/01/09	50%	On target
BOM module setup	08/01/09	20%	On target
Order Entry module setup	11/01/09	0%	

Milestone Deliverables for Next Period: (as per project plan)

Milestone Deliverables	Due Date	% Comp	Status
Milestone 1			
Inventory module setup	05/01/09	80%	
BOM module setup	08/01/09	60%	
Order Entry module setup	11/01/09	0%	

Project Risk Management:

All known risks identified from scheduled Risk Management meetings. All items are being tracked and monitored. No serious exposures at this time. Risk Item log attached.

Project Issue Management:

All identified issues resolved – log attached

Attachments:

- Project Risk Management Log
- Project Issue Management Log
- Project Scope Change Request Log.