

Project Status Form

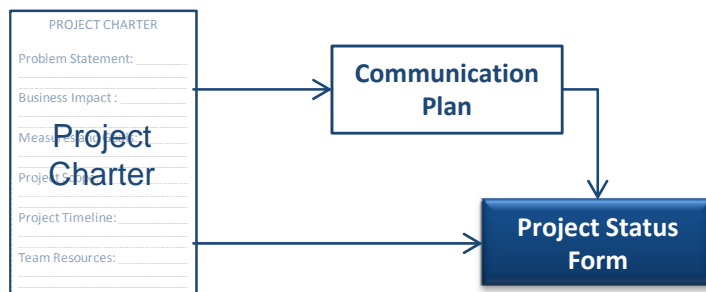
When to Use

- Update the Project Status Form throughout the project, to provide a current snapshot and a running record of the project's status, key activities, accomplishments, and issues and barriers
- Use as a key tool for communicating project progress to key stakeholders and team members

Helpful Hints

- Assign responsibility for updating the Project Status Form to a member of the team
- Ensure it is regularly updated and kept current. At a minimum, it should be updated and distributed upon the completion of each team meeting
- Customize the form to best fit the structure of your project.

Related Tools



Description

- The Project Status Form provides a current status and a historical record of the project
- It provides an understanding of the progress, as well as the issues and challenges facing the team
- The Project Status Form contains four primary components:

Project Basics

- A high-level overview showing the name of the project and the project leader, as well as the team members, sponsor, and key stakeholders

Project Metrics

- The key metrics being measured, their baseline (starting) levels, current performance, and corresponding project goals
- The business benefits to be realized when the project's goals are achieved

Updates Since Last Report

- A snapshot of the key accomplishments, issues, and key upcoming events

Project Action Items

- Detailed list of action items within each project phase, along with completion dates and current status

Project Status Form (Cont.)

Step by Step Instructions

1. Fill in the Project Basics section of the form:
 - Location: The geographic and/or organizational location of the project
 - Product/Service: The primary output(s) of the process
 - Process Name: Name of the process that the project is within
 - Project Leader: The name of the person responsible for leading the project
 - Core Team Members: A list of the names and job titles of each core team member
 - The core team members represent the critical few decision makers and doers, who are fully involved throughout the project's duration
 - Extended (Supporting) Team Members: A list of the names and job titles of each supporting team member
 - The supporting team members represent subject matter experts and individuals from key support areas (HR, IT, Maintenance, etc.), who help and work with the team on an as needed basis
 - Project Name: Title of the project
 - Status Date: Date the worksheet was last updated
 - Project Start Date: The official start date of the project
 - Projected Completion Date: The targeted end date of the project
 - Project Sponsor: The name of the business leader accountable for the project's success and long-term sustainment of its results. It is best if this person is the Process Owner
 - Key Stakeholders: Other key individuals or parties having influence over the project and team's activities
2. Develop the Project Metrics portion of the form:
 - Metric(s): List the primary metric(s) that will be used to assess progress. It is best to keep the number of measures to a minimum. They should be directly linked to the output of the process, not lagging aggregate financial measures
 - Baseline Performance: The value of each metric at the start of the project
 - Current Performance: The value of each metric at the time of the last status update
 - Goal(s): The project goal for each metric, preferably in the form of a target value and process capability level
3. Fill in the Updates Since Last Report section:
 - Accomplishments: A high-level bulleted summary of the most recent project accomplishments
 - Issues & Barriers: A list of the key challenges and concerns potentially impacting project success
 - Key Upcoming Events: A high-level bulleted summary of the most important upcoming project events
4. Update the Project Action Items section for each project phase:
 - Key Phase Milestones: A detailed list of the key events/actions completed or planned for the project phase
 - Date: The targeted completion date or actual completion date of each item
 - Status: The current status of each item