PROJMGMT
7840

Project Management Capstone Course

Project Progress Reporting
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Introduction

The purpose of the progress report is to document where your project stands at a given point in time.

The most common regularly scheduled, written project communications is the project-progress report. You should establish a reporting system that keeps you informed of the many variables that describe how the project is proceeding as compared to your plan.

A project-progress report is a convenient way to keep your advisor apprised of the current status of your project. Preparing the report also gives you an opportunity to step back and review all aspects of your project so that you can recognize accomplishments and identify situations that may require your early intervention.

*No financial data is to be included in your reports.*

Duration

The University recognizes that projects rarely fit conveniently within the confines of a standard academic term, so your project timeline may include an early start and/or late finish.

If your project is not finished at the end of the academic term in which you are registered for PM 7840, a grade of “Incomplete” will be posted. Your work will be graded by the instructor upon completion of the project, and the grade will be changed in your transcript accordingly.

Capstone projects must be completed no later than **180 days** beyond the end of the academic term in which you are registered for PM 7840. Failure to do so may result in posting a failing grade for your coursework.

A late project finish beyond the 180 day limit may be approved if requested with the project proposal at the beginning of the term. Such requests must be approved by the program coordinator and your instructor.
Weekly Progress Reports

Scheduled Reporting

Once the project has been approved and is underway, regular progress reports will be submitted to your instructor.

Please consult with your instructor for dates these progress reports will be submitted. If you provide a regular scheduled report within your company on a regular basis, then coordinate with your instructor on using these dates for your submission.

Report Format

If your company has an existing report format, please use that format. If your company does not have an existing report format please see Attachment 1 for a recommended format. Or if you would like to use a different format, please consult with your advisor.

The report should contain, at a minimum, the following information:

- Performance highlights
- Performance details
- Plans for the next reporting period
- Approved changes to your plan
- Risk-management status
- Problems and issues

Note: company private information should not be included
Final Project Report

Suggested Outline for a Final Project Report

a. Cover Page
b. Table of contents and executive summary (for a long report)
c. Need for the project
d. Project description and letter of agreement
e. Overall outcome of the project and reasons for success or failure
f. Project management tools and techniques used and assessment of them
g. Project team recommendations and future considerations
h. Final project Gantt chart
i. Attachments with all deliverables

(Schwalbe, Kathy. Information Technology Project Management. 2000 Course Technology, Cambridge, MA)

Additionally:

The main things to include in the final report:

- Overview of the project including revisions to the original project plan
- Summary of major accomplishments
- Analysis of achievements compared to original goals for the project
- Final financial accounting and evaluation of variances from the budget
- Evaluation of administrative and management performance
- Team performance (this section should be confidential when it applies to specific individuals and their performance) (this is optional)
- Issues or tasks that require further investigation
- Recommendations for future projects of this type
- Special acknowledgements to team members

The following may also be appropriate to include:

- A summary of performance issues, conflicts, and resolutions
- Results of each phase of the project, including actual versus forecast
- Dates and the budget versus actual expenses (budget use, additions, and so on, require thorough documentation)
- Descriptions of ongoing project-related activities that will require further team member participation (if any). This would include any tasks not completed in your original project.
- Recommendations for changes to future projects so that they will run more smoothly and be more compatible with the sponsoring organization
- In-depth analysis of report procedures and recommendations for improvements
- Analysis of the project management process as a whole

**Weekly Status Report Format**

*Week ending /_____/ _____*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Project:</th>
</tr>
</thead>
</table>

1. **Tasks started this week:**

2. **Tasks scheduled to start that did not:**

   Why did these tasks not start as scheduled?

3. **Tasks completed this week:**

4. **Tasks scheduled to complete that did not.**

   Why did these tasks not finish as scheduled?

5. **Plans for next week:**

6. **Note the tasks id and new estimate for any tasks requiring changes to the effort estimate to complete or task duration:**

7. **Note any current or pending problems:**