

All you ever wanted to know about Status Reporting

How Often Are Status Reports Due?

Twice a month (the Friday closest to the 15th and 30th of each month). You will receive an email reminder two days before it is due.

Who Prepares the Status Report?

The Project Team Lead prepares the report after soliciting input from each team member.

What Is It Used For?

Status Reports will help us formally communicate project accomplishments, issues, and milestones with each other.

Who Should I Send the Report To?

Tony Andrade and cc: the manger in charge of the initiative. Tony will print all status reports and provide an overall report to Anne.

How Often Do I Need To Submit My Workplan and Milestone Timeline?

All **new** projects should submit a Workplan and Milestone Timeline with the first status report. The only time you need to re-submit your Workplan or Milestone Timeline is when MAJOR dates change.

Things To Keep In Mind:

- *Keep your Status Report short and sweet. Only critical items should be placed on the report.*
- *Status reporting is not meant to a time intensive process. If you find yourself spending more time on this than you think necessary, give Chuck a call and he can work with you to determine the best options.*
- *Don't worry if your team does not currently use a "Milestone Timeline" or "Workplan." Give Chuck a call and he can help.*

