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2.02.11 Status Report

The **status report** mask is divided into the following three tabs:

General Data



- **Basic Information:**

- **Number:** In this field, the number of the status report is automatically assigned by the system.
- **Project:** This field displays the project selected at the beginning of the status report you created.
- **Reporting Period:** Enter the report period in this field.
- **Created by:** This field displays the employee who created the status report.
- **Report Date:** This field displays when this report was created.
- **Next Report Date:** In this field, the date for the next report can be entered.
- **Estimated Project End:** In this selection box, a date can be entered when the project should be completed.
- **Note:** This field allows you to enter a comment about the opened status report.
- **Current Report:** This flag is used for cross-project status reports (so that the most current one can be displayed).

- **Status:**

- **Status of Deadlines, Costs, Quality and RessourceState:** The status of dates, costs and quality can be defined in these selection fields. You can choose between Favourable, Planned, Problematic and Critical.
- **Remaining Internal Effort, Remaining External Effort:** In these fields, you can store estimated residual values in EUR for internal and external activity.

Comments



- **Results Last Period:**
- **Tasks Next Period:**
- **Current Top Risks:** In these text fields, the project manager can enter critical factors or risks that could occur or have already occurred in the project.
- **Current Decisions:**
- **Change Requests:** Here you can enter change requests for the project in text form.

Risk Assessment



The risk assessment presented is an implementation example and differs from it in many versions. The risks are categorized (here into customer risks, economic risks, resource risks and execution risks) and often include point systems. This evaluation can be carried out initially in the project and can be updated periodically in the status report.

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