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2.02.08 State (Degree of Completion)

The **State** form allows assigning key data/figures for the project's progress. This data can be used for any report date. The project status is determined from the difference of the target/performance comparison to the degree of completion of a project.

Tip: For more on this subject see chapter [4.2.07 Estimations](#).

The screenshot shows a software window titled 'Fertigstellung DS09-A 75,00'. It has a menu bar with 'Dokument', 'Bearbeiten', and 'Ansicht'. Below the menu bar are tabs for 'Stammblatt', 'Sonstiges', and 'Alle'. The main form contains the following fields:

- Nummer:** A text field containing 'DS09-A'.
- Projekt:** A text field containing 'DS09 Einführung Risikomanagement'.
- Berichtsdatum:** A date field containing '19.04.2006' with navigation icons.
- Fertigstellung:** A field showing '75 %'.
- Mitarbeiter:** A dropdown menu showing 'Schaub Peter' with icons for selection and deletion.
- Bemerkung:** A large text area for comments.

The document type consists of the following elements:

- **Number:** This alphanumeric field specifies a unique number for the degree of completion.
- **Project:** In this field the respective project is selected, to which an estimation regarding the degree of completion is made. The projects can be defined and modified in the project form.
- **Report Date:** This field specifies the report date, to which the estimation regarding the degree of completion is made. This field is automatically occupied with the current date from the system.
- **Completion:** The field degree of completion specifies the estimated project's degree of completion in percent, on the respective report date.
- **Employee:** This field specifies the employee, who estimated the degree of completion. Employees can be administered in the employee form.
- **Comments:** This field is designated for comments concerning the degree of completion.

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