2.02.11 Statusreport

The Mask Statusreport consists of the following elements:

On the "Master data" tab:

- **Number:** In this field the number of the status report will assign automatically from system.
- **Project:** In this field the project, which was selected at the beginning of the status report put on, is indicated.
- **Report date:** In this selection window the date and the time are indicated, on which one set the status report.
- **Employee:** In this field the coworker is indicated, who put on the status report.
- **Status of appointment, Cost and Quality:** In these selection fields the status of the dates, costs and the quality can be specified. To the selection stand favorable, regular, problematic and critical.
- **Rest of the personal contribution, external service and the material costs:** Into this fields estimated residual values in EUR can be deposited concerning own, foreign achievement, as well as non-personnel costs.
- **Expected Projectenddate:** In this selection box a date is specified, at which the project is to be finished.
- **Comments:** This field makes the input of remark possible to the opened status report.

On the "Comments" tab:

- **Comments:** In these fields comments can be noted to the following listed points, (critically, problematic, regular, favorable).
- **Positive and negative Notes:** These fields make the input of positive or negative notes possible to the status report put on.
- **Critical Factors/Risks:** Into this text fields the project manager can deposit critical factors or risks, which could arise in the project or already arose.
- **Project-CRs:** Here associated requests for modification can be deposited in text form the project.

On the "DecisionDemand":

- **DemandDesicion (1-10):** In this field a name for the desion need can be assigned at will.
- **Employee:** This field makes the input possible of the coworker concerned.
- **Contact:** This field specifies the contact person from the customer for the statusreport.
- **Date:** In this field the date, at which the decision need is to be locked, can be registered.

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