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## 2.02.11 Statusreport

The Mask Statusreport consists of the following elements:

The screenshot shows a software window titled "ProjectReportDialog 162.1 162 Indroduction Projectile 27.03.2012 11:12:31 Carter Simon". The window has a menu bar with "Document", "Edit", "View", "Back references", and "Actions". Below the menu bar are three tabs: "Master data" (selected), "Comments", and "DecisionDemand". The "Master data" tab contains the following fields:

- Project:** 162 Indroduction Projectile
- Report date:** 27.03.2012 11:12
- Employee:** Carter Simon
- DeadlineState:** 1 (dropdown menu)
- CostState:** 1 (dropdown menu)
- QualityState:** 1 (dropdown menu)
- OwnEffort:** 3.000,00 EUR
- ThirdPartyEffort:** 900,00 EUR
- RealCosts:** 500,00 EUR
- EstimatedProjectEnd:** 28.03.2012 (calendar icon)
- Note:** (empty text area)
- Status:** (checkbox)

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.

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- CriticalComment:** Project was interrupted, since customer preferred the introduction of a Fibu-Software
- ProblemComment:** No notes
- PlannedComment:** Costs are slightly exceeded
- AheadComment:** No notes
- RemarkPositive:** (empty field)
- RemarkNegative:** (empty field)
- RemarkRisks:** See riskmanagement
- Change requests:** See Mask

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.
- **Date:** In this field the date, at which the decision need is to be locked, can be registered.

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