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2.03.08 Status Report

Using the **Status Report** form allows evaluating a project at any given time. These subjective and/or qualitative characteristics are exchanged through quantitative key figures automatically for reporting. Using the information of this form and the evaluation system, an rtf-file is produced, which consists of information about the evaluation and decision demand, time/effort and cost information and Earned-Value-Analysis.

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:

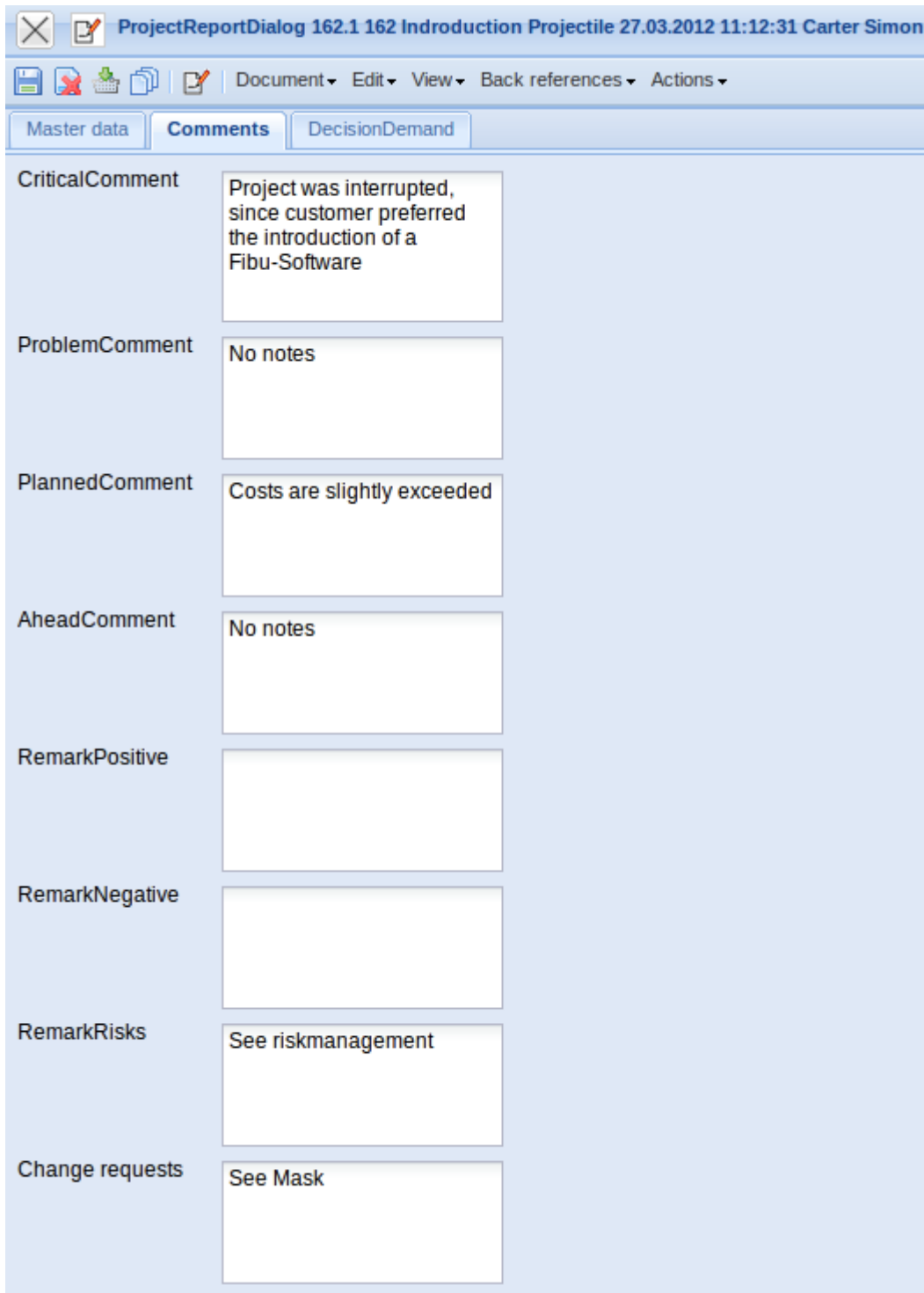
Project	162 Indroduction Projectile	
Report date	27.03.2012	11:12
Employee	Carter Simon	
DeadlineState	2	
CostState	3	
QualityState	1	
OwnEffort	13.000,00	EUR
ThirdPartyEffort	12.000,00	EUR
RealCosts	3.500,00	EUR
EstimatedProjectEnd	28.03.2012	
Note		
Status	✓	

The form consists of the following elements:

On the "Master Data" tab:

- **Number:** This alphanumerical field specifies the status report distinctly in the system.
- **Project:** This field defines the project, to which the defined process belongs. A process can be assigned to a parent project as well as a sub-project. The projects can be defined and modified in the project form.
- **Report Date:** The field report date specifies the date and time of the status report. By default, the current date is pre-occupied from the system.
- **Employee:** The employee responsible for the status report is pre-occupied here. The employees are administered in the Employee form.
- **Deadline Status :** The deadline status of the project is entered here from the user. In the standard the status 0 - Favorable, 1- Scheduled, 2 - Problematic und 3 - Critical are stored. The status can be defined and modified in Collections (ProjectReportStates).

- **Cost Status:** The cost status of the project is entered here from the user. In the standard the status 0 - Favorable, 1- Scheduled, 2 - Problematic und 3 - Critical are stored. The status can be defined and modified in Collections (ProjectReportStates).
- **Quality Status:** The quality status of the project is entered here from the user. In the standard the status 0 - Favorable, 1- Scheduled, 2 - Problematic und 3 - Critical are stored. The status can be defined and modified in Collections (ProjectReportStates).
- **Internal Service Rest:** The presumable remaining costs for internal services for the project are stored as forecast here.
- **External Service Rest:** The presumable remaining costs for external services for the project are stored as forecast here.
- **Real Costs Rest:** The presumable remaining costs for real costs for the project are stored as forecast here.
- **Estimated Project End :** The presumable end deadkine of the project is stored here.
- **Comments:** This field is designated for comments concerning the status report.



ProjectReportDialog 162.1 162 Introduction Projectile 27.03.2012 11:12:31 Carter Simon

Document Edit View Back references Actions

Master data **Comments** DecisionDemand

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

RemarkNegative

RemarkRisks
See riskmanagement

Change requests
See Mask

On the "Comments" tab:

- **Comments - Critical, Problematic, Scheduled and Favorable:** If applicable, comments concerning the status messages deadlines, cost and quality (see Master data) are stored. .
- **Positive and Negative Remarks:** Positive und negative remarks for the progress of the project can be stored here.
- **Critical Factors/Risks:** Critical factors and/or risks for the progress of the project can be stored here. The risk management module is a further possibility to administer risks for the project.
- **Change Requests:** Change requests for the project can be stored here. The project change form offers a further possibility to store change request for the project.

The screenshot shows a web application window titled "ProjectReportDialog 162.1 162 Indroduction Projectile 27.03.2012 11:12:31 Carter Simon". The interface includes a menu bar with "Document", "Edit", "View", "Back references", and "Actions". Below the menu is a tabbed interface with "Master data", "Comments", and "DecisionDemand" tabs. The "DecisionDemand" tab is active and displays four entries, each with a text area for the decision, dropdown menus for Employee and Contact, and a date field.

DemandDecision1
Decision collecting main for the management compile

Employee: Morgan Luise
Contact: Sander Peter
Date: 27.03.2012

DemandDecision2

Employee: [empty]
Contact: [empty]
Date: [empty]

DemandDecision3

Employee: [empty]
Contact: [empty]
Date: [empty]

DemandDecision4

Employee: [empty]
Contact: [empty]
Date: [empty]

On the "Decision Demand" tab:

- **Demand Decision (1 bis 3):** The decision demand for the project can be stored here.
- **Employees (1 bis 3):** The employees responsible for the decision demand can be stored here.
- **Date (1 bis 3):** The due date for the decision can be stored here.

The form consists of the following action:

- **Print Status Report:** Using this action, a complete status report can be generated in rtf-format. The created document can be printed through the browser or in a standard text editor.

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Last update: **2019/10/25 14:11**

