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## 2.3.08 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.

**Tip:** For more on this subject see chapter [4.3.07 Statusbericht erfassen](#).

The screenshot shows a web-based form titled "Statusbericht 138.1 138 Einführung Projectile 19.11.2009 22:07:42 Schaub Peter". The form is divided into three tabs: "Stammbblatt" (active), "Kommentare", and "Entscheidungsbedarf". The "Stammbblatt" tab contains the following fields:

- Nummer:** 138.1
- Projekt:** 138 Einführung Projectile
- Berichtsdatum:** 19.11.2009, 22:07:42
- Mitarbeiter:** Schaub Peter
- Status Termine:** 3 - Kritisch
- Status Kosten:** 0 - Günstig
- Status Qualität:** 1 - Planmäßig
- Eigenleistung Rest:** 3.000,00 EUR
- Fremdleistung Rest:** 900,00 EUR
- Sachkosten Rest:** 500,00 EUR
- Erwarteter Projektendetermin:** 19.11.2009
- Bemerkung:** (empty text area)

The form consists of the following elements:

On the "Master Data" tab:

- **Number:** This alphanumeric 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.

Kategorie	Text
Kommentar Kritisch	Projekt war unterbrochen, da Kunde die Einführung einer Fibu-Software vorgezogen hat
Kommentar Problematisch	keine Anmerkungen
Kommentar Planmäßig	Kosten werden geringfügig überschritten
Kommentar Günstig	keine Anmerkungen
Positive Anmerkungen	
Negative Anmerkungen	
Kritische Faktoren / Risiken	siehe Risikomanagement
Projekt-CRs	siehe Maske

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 Faktors/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 'Statusbericht 138.1 138 Einführung Projectile 19.11.2009 22:07:42 Schaub Peter'. The main menu includes 'Dokument', 'Bearbeiten', 'Ansicht', 'Rückverweise', and 'Aktionen'. The 'Entscheidungsbedarf' tab is active. The form contains two identical sections for recording decision demands. The first section, 'Entscheidungsbedarf1', has a text area with the content 'Entscheidungsvorlage für das management erarbeiten', a dropdown menu for 'Mitarbeiter' with 'Clarson Jonas' selected, and a date field for 'Datum' set to '20.11.2009'. The second section, 'Entscheidungsbedarf2', is 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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