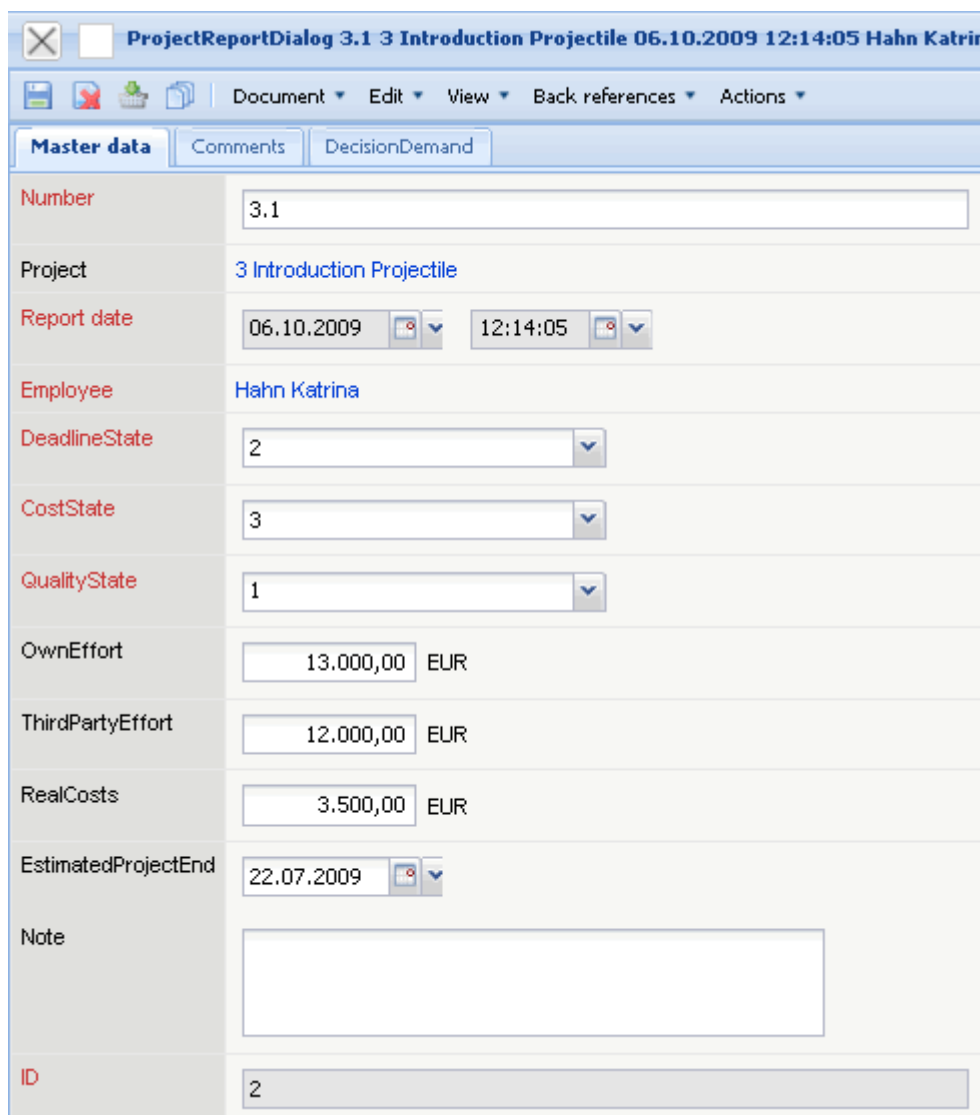


[previous](#) [Home](#) [next](#)

## 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 Status report recording](#).



ProjectReportDialog 3.1 3 Introduction Projectile 06.10.2009 12:14:05 Hahn Katrin	
Document Edit View Back references Actions	
Master data Comments DecisionDemand	
Number	3.1
Project	3 Introduction Projectile
Report date	06.10.2009 12:14:05
Employee	Hahn Katrina
DeadlineState	2
CostState	3
QualityState	1
OwnEffort	13.000,00 EUR
ThirdPartyEffort	12.000,00 EUR
RealCosts	3.500,00 EUR
EstimatedProjectEnd	22.07.2009
Note	
ID	2

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.

Comment Category	Comment Text
CriticalComment	External budgets completely depleted; internal budgets slightly overdrawn
ProblemComment	Deadline cannot be met
PlannedComment	All approvals without limits
AheadComment	
RemarkPositive	none

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.

Window Title: Statusbericht 138.1 138 Einführung Projectile 19.11.2009 22:07:42 Schaub Peter

Menu: Dokument, Bearbeiten, Ansicht, Rückverweise, Aktionen

Tabs: Stammblatt, Kommentare, **Entscheidungsbedarf**

Section 1: Entscheidungsbedarf1

Text: Entscheidungsvorlage für das management erarbeiten

Mitarbeiter: Clarson Jonas

Datum: 20.11.2009

Section 2: Entscheidungsbedarf2

Mitarbeiter:

Datum:

RemarkNegative

RemarkRisks

ChangeRequests

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.

ProjectReportDialog 3.1 3 Introduction Projectile 06.10.2009 12:14:05 Hahn Katrina

Document Edit View Back references Actions

Master data Comments **DecisionDemand**

DemandDecision1 Request raising budget limit

Employee Conner Jane

Date 06.10.2009

DemandDecision2 Check quality demands of customer

Employee Williams George

Date 06.10.2009

DemandDecision3

Employee

Date

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 14:09

