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.
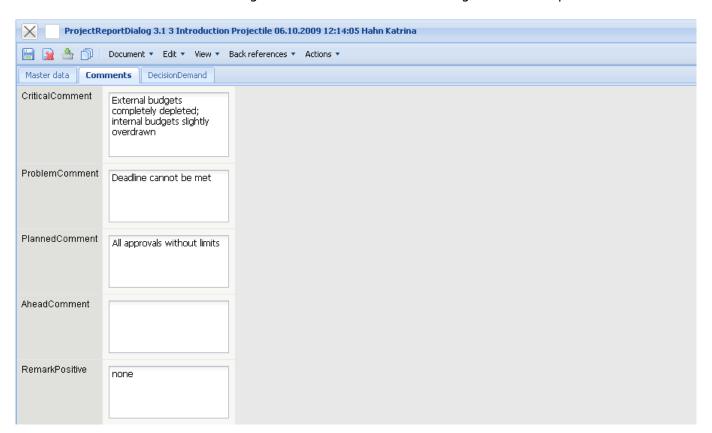
The form consists of the following elements:

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.
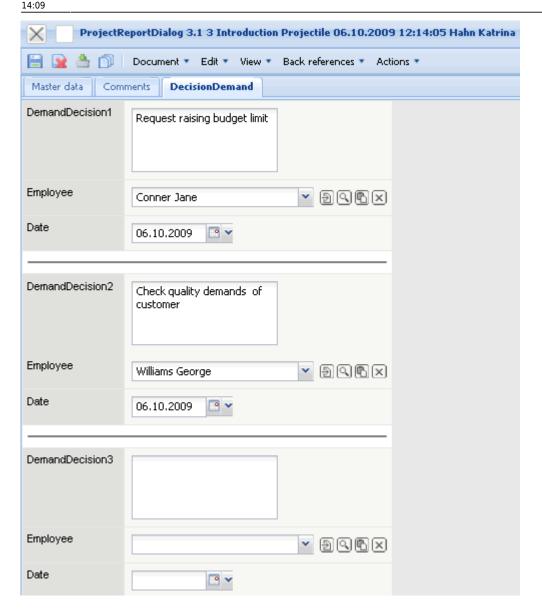
On the "Comments" tab:

- **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.

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.