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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", "Comments", and "DecisionDemand". The "Master data" tab is active, showing the following fields:

- Project:** 162 Indroduction Projectile
- Report date:** 27.03.2012 11:12
- Employee:** Carter Simon
- DeadlineState:** 2 (dropdown menu)
- CostState:** 3 (dropdown menu)
- QualityState:** 1 (dropdown menu)
- OwnEffort:** 13.000,00 EUR
- ThirdPartyEffort:** 12.000,00 EUR
- RealCosts:** 3.500,00 EUR
- EstimatedProjectEnd:** 28.03.2012 (calendar icon)
- Note:** (empty text area)
- Status:** (checkbox checked)

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.

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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.

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Master data Comments **DecisionDemand**

DemandDecision1

Decision collecting main for the management compile

Employee Morgan Luise

Contact Sander Peter

Date 27.03.2012

DemandDecision2

Employee

Contact

Date

DemandDecision3

Employee

Contact

Date

DemandDecision4

Employee

Contact

Date

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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