Work Performance Reports

Jeremy Curbey

Embry-Riddle Aeronautical University

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At the 1996 Project Management Institute (PMI) Annual Seminar, they discussed the use of a reporting tool that could display consistent, current and accurate project information on scope, budget, and schedule to any requester at any time (Dorr, Johnston & Clawson, 1996). A form was created to address scope status, scope summary and any variance or impact on scope. This project summary report (PSR) was the first one created and by far the most used (Dorr, Johnston & Clawson, 1996). The initial PSR was a single page summary of the project and its current status. The prototype PSR, was being utilized after only six months of its initiation. Many other reporting formats followed like a Project Performance Report (PPR) and Project Issues Report (PIR). The overall lesson learned from the process of developing these reporting techniques was it is always evolving based on the stakeholders needs. Another example of a work performance report is a project dashboard. See the example below.

DASHBORD FOR
BICYCLE PROJECT

| | | | | COST INPUT |
| | | | | SETUP |

| ENTER PROJECT NAME: | Bicycle Project | TOTAL ACTUAL: | $245,000.00 |
| ENTER PROJECT BUDGET: | $245,000.00 | DIFFERENCE: ✖ | $0.00 |

| TOTAL ACTUAL | $245,000.00 |
| TOTAL BUDGET | $245,000.00 |

Main Component	Sub Component	Testing	ESTIMATED	ACTUAL	Sum of DIFFERENCE	Sum of Cost Avg
1.1 Frame	1.1.1 Frame	Carpet	$30,000.00	$35,000.00	-5000	$35,000.00
1.2 Crank	(blank)	1.6.4.2 Crank	$15,000.00	$10,000.00	5000	$10,000.00
1.3 Wheels	1.3.1 Front Wheel	1.6.4.3 Wheels	$20,000.00	$20,000.00	0	$20,000.00
1.4 Braking System	1.4.1 Brake Lines	1.6.4.4 Brakes	$15,000.00	$14,000.00	1000	$14,000.00
1.5 Shifting System	1.5.1 Shifter	1.6.4.5 Shiting System	$25,000.00	$23,000.00	2000	$23,000.00
1.6 Integration	1.6.1 Concept	(blank)	$60,000.00	$63,000.00	-3000	$63,000.00
1.7 Project Management	(blank)	(blank)	$62,000.00	$64,000.00	-2000	$64,000.00
1.8 Smart Phone Speaker Dock	1.8.1 Phone Housing	1.6.4.6 Smart Phone Dock	$16,000.00	$16,000.00	0	$16,000.00
Grand Total			$243,000.00	$245,000.00	-2000	$245,000.00

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