

PROJECT DOCUMENTS UPDATES

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PMGT 690

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2.0 Risk Status Report

The team will create a Project Status Report as a means of communicating and risk management. It will be followed on a regularly ongoing progress and status of a project. The Project Status Reports will be prepared on a weekly or biweekly basis. The overall project status is communicated to all team members using the Project Status Report. The same report may be used to communicate the project status to managers and other stakeholders. Below will be detailed information that will need to be covered in the Project Status Report so all see and unforeseen risk may be properly managed.

General Information – Basic information that identifies the project.

Project Title – The proper name used to identify this project.

Project Working Title – Working name or acronym used to identify the project. If an acronym is used, define the specific meaning of each letter.

Proponent Secretary – Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project.

Proponent Agency – Agency that will be responsible for the management of the project.

Prepared by – Member(s) preparing this document.

Reporting Period – Enter the: From and to dates in the format MM/DD/YY for the current reporting period.

Project Risk Management - Detailed information of the Project

Previous Period Activity Status - Provide a list of previous period activities. Activities should have clear links to the Work Breakdown Structure, Issue Resolution, Risk Mitigation, and Project Schedule. The previous period activity status can be extracted from the Current Period Activity Status reported in the last project status report. This information provides a review of past activity and provides context for the current period status

Current Period Activity Status - Provide a list of current period activities. Activities should have clear links to the Work Breakdown Structure, Issue Resolution, Risk Mitigation, Project Schedule, and planned activities identified in the previous report. This information describes what activities were undertaken during the period just completed.

Significant Accomplishments for Current Period - Summarize any significant accomplishments of the project during the reporting period. Describe what was achieved from the activities undertaken during the past period.

Planned Activities for Next Period - Provide a list of the next reporting period activities. This is a review of what is in the Project Schedule.

Non-technical Project Issues - List and describe non-technical project management issues that have been identified and are not resolved. Identify progress made toward resolution of the issues or actions required to resolve the issues. All issues are detailed in an Issue Management Document and recorded in an Issue Management Log.

Technical Project Issues - List and describe technical issues that have been identified and have not been resolved. Identify progress made toward resolution of the issues or actions required to resolve the issues. All issues are detailed in an Issue Management Document and recorded in the Issue Management Log.

Action Items - Report on actions assigned and executed to resolve project issues. Describe what the issue was, what action was taken, who was responsible, and the resulting outcome.

Risk Status - Identify the Risk Status changes since the last status report. Risk Status changes includes changes in probability of occurrence or impact. List and describe any new risk event identified during the reporting period. The Risk Plan provides direction, identifies risk, mitigation plans, and assigns responsibility for routinely monitoring identified risk.

Resource Usage - Provide Man-Hours Expended and any other resources consumed in performance of activities or actions occurring in the past reporting period.

REFERENCES

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