

Organisation [Name]

Department [Name]

Project Progress Report

**<Project Name>**

Reporting Period *<dd/mm/yyyy>* to *<dd/mm/yyyy>*

Date: <Date>

Doc. Version: <Version>

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| *<These notes should be deleted in the final version :>***Notes for Templates:*** Text in <orange>:has to be defined.
* *Text in <blue>:* guidelines and how to use the Template. Should be deleted in the final version.
* Text in green: can be customised. Should be recolored to black in the final version.
 |

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# Project Overview

## Executive Summary

*<This section is only applied for the yearly reporting and the indicative maximum length is 0.5 page.*

 *The section should provide a high-level overview of the entire project and the actual status. The executive summary may include the following elements such as: overall outcomes and business triggers, overall description of the solution, major changes in scope, resources, cost and planning, constraints, achievements, etc.>*

## Project Stakeholders

|  |  |
| --- | --- |
| **Project Due Date** |  |
| **Project Steering Committee (PSC)** | **Project Owner (PO):** |
| **Business Manager (BM):** |
| **Solution Provider (SP):** |
| **Project Manager (PM):** |
| <other stakeholders in the PSC, if applicable> |
| **Business Implementation Group (BIG) /User Representatives (UR)** |  |
| **Project Core Team (PCT)** |  |
| **Project Support Team (PST)** |  |
| **Other stakeholders** |  |

*<Please provide a link to the original project Business Case and Project Charter.>*

## Milestones and Deliverables

*<In case of the yearly reporting, this section should address the full lifespan of the project and should not focus exclusively on the reporting period. The objective is to provide an overview for the complete project duration.>*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Milestone / Deliverable Name** | **Target Delivery Date** | **Actual Delivery date**  | **Status** | **Comments** |
|  |  |  |  | *<on-going, planned, achieved>* |  |
|  |  |  |  |  |  |

*<The deliverable IDs should be aligned with the ones used previously in the Project Charter.>*

## Project Plan (per Work Package)

*<This section is to be fulfilled for the key Work Packages (WP), if a considerable cost is involved or the effort is greater than 20 workdays (WDs)>*

|  |
| --- |
| *<Work Package #[…] and name description>* |
| **Planned** | **Actual** | **Total Planned Effort at Completion[[1]](#footnote-1)** | **Planned Effort [[2]](#footnote-2)** | **Actual Effort 2** | **Progress (Earned Value)[[3]](#footnote-3)** | **Performance** |
| **Start Date** | **End Date** | **Start Date** | **End Date** | **Schedule[[4]](#footnote-4)** | **Budget[[5]](#footnote-5)** |
|  |  |  |  | *<1000€>* | *<500€>* | *<300€>* | *<400€>* | *<80% >* | *<133% >* |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*<The effort can be measured in Man-days (MDs) or euros (€).>*

|  |
| --- |
| *<Work Package #[…] and name description>* |
| **Planned** | **Actual** | **Total Planned Effort at Completion** | **Planned Effort**  | **Actual Effort**  | **Progress (Earned Value)**  | **Performance** |
| **Start Date** | **End Date** | **Start Date** | **End Date** | **Schedule** | **Budget** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## Budget and Costs

*<This section is only applied for yearly reporting.*

*It should allow the reader to know the Total Cost of Ownership (TCO) of the project for the full lifecycle. As a consequence, costs beyond the reporting period should also be identified...>*

|  | **202a** | **202b** | **202c** | **202d** | **202e** |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Budget Line** | **Amount** | **Total cost**  |
| Infrastructure*[[6]](#footnote-6)* (k€) |  |  |  |  |  |  |  |  |  |  |  |
| Development*[[7]](#footnote-7)* (k€) |  |  |  |  |  |  |  |  |  |  |  |
| Maintenance*[[8]](#footnote-8)* (k€) |  |  |  |  |  |  |  |  |  |  |  |
| Support *[[9]](#footnote-9)* (k€) |  |  |  |  |  |  |  |  |  |  |  |
| Training*[[10]](#footnote-10)* (k€) |  |  |  |  |  |  |  |  |  |  |  |
| Total per year (k€) |  |  |  |  |  |  |  |  |  |  |  |
| Total FTE officials*[[11]](#footnote-11)* per year |  |  |  |  |  |  |  |  |  |  |  |

*<Note: In the case that the proposed solution includes an Information System (IS) and it's to be financed from the 'Information Systems' budget line, clearly indicate the budget claims.>*

# Project Details

## Scope Changes

*<This section is only applied for the yearly reporting.*

 *It should give an overview of the project scope changes that need to be escalated to the Management, for the reporting period, based on the project Change Log.>*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Category[[12]](#footnote-12)** | **Title** | **Description** | **Status[[13]](#footnote-13)** | **Action Details**(effort & responsible)  | **Size[[14]](#footnote-14)** | **Priority[[15]](#footnote-15)** | **Approval decided by** | **Actual Delivery Date** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## Major Risks and Actions Taken

<This section should highlight the project risks that were identified in the project Risk Log and need to be escalated to Management. You may refer to the project Risk Log for a complete list and description of risks and corresponding actions.>

| **ID** | **Category[[16]](#footnote-16)** | **Risk Name** | **Description** | **Status[[17]](#footnote-17)** | **Likelihood**[[18]](#footnote-18) | **Impact**[[19]](#footnote-19) | **Risk Level** [[20]](#footnote-20) | **Risk Owner** |  **Risk Response Strategy[[21]](#footnote-21)** | **Action Details** | **Target Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

## Major Issues and Actions Taken

*<This section should give an overview of the major project issues (to be escalated to Management), aligned with the project Issue Log.* *You may refer to the Issue Log for a complete list and description of issues and corresponding actions>*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Category1**6 | **Title** | **Description** | **Status[[22]](#footnote-22)** | **Action Details** | **Urgency[[23]](#footnote-23)** | **Impact[[24]](#footnote-24)** | **Size[[25]](#footnote-25)** | **Target Date** | **Issue Owner** |
|  |  |  |  |  |  |  |  |  |  |  |

## Other On-going and Planned Actions

*<This section is optional and the objective is to detail further actions currently on-going or planned to be done in the next reporting period, if relevant.>*

|  |  |  |
| --- | --- | --- |
| **Actions** | **Due date** | **Who & Comments** |
|  |  |  |
|  |  |  |

## Achievements

<This section is optional and the objective is to provide an overview of what has been achieved that haven't been yet referred in this document. It should focus exclusively on the reporting period.>

|  |  |
| --- | --- |
| **Project Highlights / Achievements** | **Comments** |
|  |  |
|  |  |

# Appendix 1: References and Related Documents

<Use this section to reference (or append if needed in a separate annex) any relevant or additional information. Specify each reference or related document by title, version (if applicable), date, and source (e.g. the location of the document or the publishing organisation).>

|  |  |  |
| --- | --- | --- |
| **ID** | **Reference or Related Document** | **Source or Link/Location** |
| 1 | *<Example of a related document>**<04.Project\_Handbook.XYZ.11-11-2017.V.1.0.docx>* | *<Example of a location>**< U:\METHODS\ProjectX\Documents\>* |
| 2 | Project folder | *<Insert project folder location.>* |
| 3 |  |  |

1. Also known as Budget at Completion (BAC). [↑](#footnote-ref-1)
2. The quantification of effort should be measured until the end of last week. [↑](#footnote-ref-2)
3. Earned value=Planned effort\*% of completion [↑](#footnote-ref-3)
4. Ratio= Progress / Planned effort/ \*100 (R<100%=****; R>100%=) [↑](#footnote-ref-4)
5. Ratio= Progress /Actual effort \* 100 (R<100%=; R>100%=) [↑](#footnote-ref-5)
6. Infrastructure: provide the total (anticipated) cost of the hardware and software required to develop, support, operate and maintain the system [↑](#footnote-ref-6)
7. Development: provide the total (anticipated) cost (human resources) for the development of the system [↑](#footnote-ref-7)
8. Maintenance: provide the total (anticipated) cost (human resources) in K€ per year to maintain the system [↑](#footnote-ref-8)
9. Support: provide the total (anticipated) cost (human resources) in K€ per year to support the system (e.g. helpdesk, operations, etc.) [↑](#footnote-ref-9)
10. Training: provide the total (anticipated) cost (human resources) to ensure the training of the users, the support and operations staff, etc. [↑](#footnote-ref-10)
11. Total FTE officials: provide the total (anticipated) effort that will be spent by Commission officials on the project (in man-weeks, man-months or man-years). [↑](#footnote-ref-11)
12. Categorize the changes. Examples of categories are: new requirement, technical, issue or risk related, business improvement, etc. [↑](#footnote-ref-12)
13. The Change Status can assume the following states: Submitted; Assessing; Waiting For Approval; Approved; Rejected; Postponed; Merged; Implemented [↑](#footnote-ref-13)
14. Size represents the effort related to the change implementation and the possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low [↑](#footnote-ref-14)
15. Priority is a numeric value given to a project change to classify its relative importance in comparison to other changes and the possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low [↑](#footnote-ref-15)
16. Categories of risks / issues related to the area affected by the risk / issue (e.g. Business, IT, People & Organisation, External and Legal). [↑](#footnote-ref-16)
17. The risk status can be any of the following: Proposed; Investigating; Waiting for Approval; Approved; Rejected; Closed. [↑](#footnote-ref-17)
18. A numeric value denoting the estimate of the probability that the risk will occur. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-18)
19. A numeric value denoting the severity of the impact of the risk (should it occur). The possible values are. The possible values for opportunities are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. Or negative numbers for threats. [↑](#footnote-ref-19)
20. The risk level is the product of the likelihood and impact (RL=L\*I). [↑](#footnote-ref-20)
21. The possible risk response strategies are: Avoid/ Transfer or Share/ Reduce / Accept. [↑](#footnote-ref-21)
22. The issue status can be any of the following: Open; Postponed; Resolved; Closed. [↑](#footnote-ref-22)
23. A numeric value denoting the urgency of the issue. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-23)
24. A numeric value denoting the severity / impact of the issue. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-24)
25. Issue size represents the effort related to the issue resolution. The possible values are: 5=Very high; 4=High; 3=Medium; 2=Low; 1=Very low. [↑](#footnote-ref-25)