For instructions on how to complete this document, click the [¶] icon under the Home tab to display hidden text.

**Purpose**

The Project Status Report ensures that the objectives of the project are being met by monitoring and measuring progress regularly to determine variances from the plan.

The Project Status Report exists between the Project Manager, the Project Sponsor, and/or Business Owner, and the internal team to periodically update everyone as to where the project is in relation to where it should be at that point in time.

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| --- | --- | --- | --- | --- | --- |
| **Date:** | Click to select date. | | **Status Report No.:** | | 1 |
| **Status Reporting Period:** | | *Period Starting*: Click to select date. | | *Period Ending:* Click to select date. | |

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| --- | --- | --- | --- | --- |
| **Project Sponsor** | | | | |
| Name: |  | Department: |  |
|  | | | | |
| **City Project Manager** The City Project Manager is the City of Winnipeg employee having delegated authority to deliver the project. | | | | |
| Name: Enter the name of the Project Manager |  | City File No.: Enter the City File Number assigned by the department for this project. |  |
| Dept.: Enter the reporting department of the Project Manager |  | Project ID: Enter the City-issued Project ID which represents the Capital Funding Source to the subject contract.  The Project ID can be found on the Capital Budget Sheet. |  |
|  | | PRI No.: |  |
|  | |  |  |  |
| **Business Owner**  If different than the Project Sponsor, this is the client City agency and/or the applicable Branch Head, Division Manager, or Departmental; Director who will take ownership of the project result or deliverable upon completion. Confirm with your Project Sponsor or applicable Departmental Asset Manager. | | | | |
| Name: |  | Department: |  |
|  | |  |  |  |
| **Report Author** | | | | |
| Name: |  | Department: |  |

**Project Status during this Reporting Period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Rating Key:** |  |  |  |
| **Trouble (Red)** | **Amber (Caution)** | **Green (Good)** |

**To change a Rating**

1. Select and Copy the desired Rating from the Task Rating Key chart.

* Trouble (Red Square): Project is at risk to miss a scheduled completion date, may be over budget or out of scope, or scope creep. Immediate management action is required.
* Caution (Amber Diamond): Project may be at risk if issues are not addressed. Attention is required.
* Good (Green Circle): Project is on-track to meet schedule dates.

1. Click the mouse cursor at the location where the Rating is to be inserted.
2. Paste using the ‘Paste Picture’ option.

| **1.** | **Scope**  Progress in scope. % constructed. Discussion on decisions that led to change.  Considered change, and decisions around it and if there was no change. |  |
| --- | --- | --- |
| 1.1 |  |

| **2.** | **Schedule**  Progress in schedule, on or behind schedule by so many days.  Significant milestones that have been met.  Comparison to last reporting period, behind schedule or catching up and how do you plan to catch up. |  |
| --- | --- | --- |
| 2.1 |  |

| **3.** | **Financial**  On budget, Over budget.  Significant new commitments (awards), changes in estimates.  Changes impact, contingency used, forecasting, status of funding, third-party funding agreements, budget approvals (delegated authority, over-expenditures). |  |
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| 3.1 |  |

| **4.** | **Change Control**  Status of change activities, Changes in scope, schedule, etc. |  |
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| 4.1 |  |

| **5.** | **Stakeholders / Public Engagement**  Discuss status of Public Engagement, key dates of events, sensitive issues, roadblocks, etc. Review significant issues related to major project stakeholders – especially issues impacting scope, schedule, budget. |  |
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| 5.1 |  |

| **6.** | **Communication**  Provide status of public communications such as media interviews/coverage, news releases issued, website updates, sensitive issues impacting public perception of project, etc. List any communication or interactions between the City of Winnipeg and its residents and stakeholders that was used to inform or involve the public/stakeholders in making decisions regarding the project. |  |
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| 6.1 |  |

| **7.** | **Procurement**  Provide status of major procurement items including RFPs, status of Bid Opportunities (upcoming, out-of-tender, pending award, etc.), procurement issues, (eg: long lead time critical components), etc. |  |
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| 7.1 |  |

| **8.** | **Resources**  Changes in key personnel, new resource requirements, training requirements, etc. |  |
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| 8.1 |  |

| **9.** | **Integration / Construction**  Status of construction contracts, status of project integration points (IT), etc. |  |
| --- | --- | --- |
| 9.1 |  |

| **10.** | **Deliverables**  Status of project deliverables, milestones, Class Estimates, design phases, operational manuals, as-builts, etc.  Review Design/Plan. |  |
| --- | --- | --- |
| 10.1 |  |

| **11.** | **Risk Management**  Identify new key risks, mitigation strategies, and key controls, manage the Risk Management Plan. |  |
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| 11.1 |  |

| **12.** | **Safety**  Review site security, safety incidents and investigations. |  |
| --- | --- | --- |
| 12.1 |  |

| **13.** | **Environmental / Regulatory**  Review regulatory issues, licenses, permits, etc. |  |
| --- | --- | --- |
| 13.1 |  |

| **14.** | **Quality**  Design audits, independent audit reviews, safety audits, significant non-conformance reports, issues in the field, compliance specifications, etc. |  |
| --- | --- | --- |
| 14.1 |  |

**Report prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Project Manager signature

Click here to enter Project Manager name

**Report reviewed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Project Sponsor signature

Click here to enter Project Sponsor name

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| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. | * Enter list of attachments. |

**Distribution** (to be completed by Report Author)

Project Manager

Project Sponsor

Business Owner(s)

Other: \_\_\_