

Project Monthly Status Report Guidelines and Instructions

A Status Report provides information on the progress of a project to stakeholders. It is a synopsis of the month's activities, and highlights changes to the project. Providing a Status Report is critical to monitoring the project progress.

Status reports are required at the end of every month, and should be prepared during the last week of the month. This allows time for reporting to be generated for the various status update meetings and for communicating to stakeholders. This Document outlines the **Format** and **Instructions** on inputting a project Status Report in Eclipse.

1.0 FORMAT

Month Year (January 2015)

Accomplishments for this period:

Provide details on the work that was done for this period, and highlight any milestones or deliverables that were achieved.

Activities planned for next period:

Identify the activities that will be worked on during the next period.

Comments/Changes/Concerns:

Include any comments, changes or concerns that may be of interest to stakeholders but do not directly impact project scope. Significant changes or concerns should be entered in the Issues or Risks sections of Eclipse.

2.0 INSTRUCTIONS

A status report may be completed in Eclipse using one of two methods: Using the Bulletin Board tab within the project, or from the Portfolio Summary Screen.

2.1 Updating Eclipse Using the Bulletin Board:

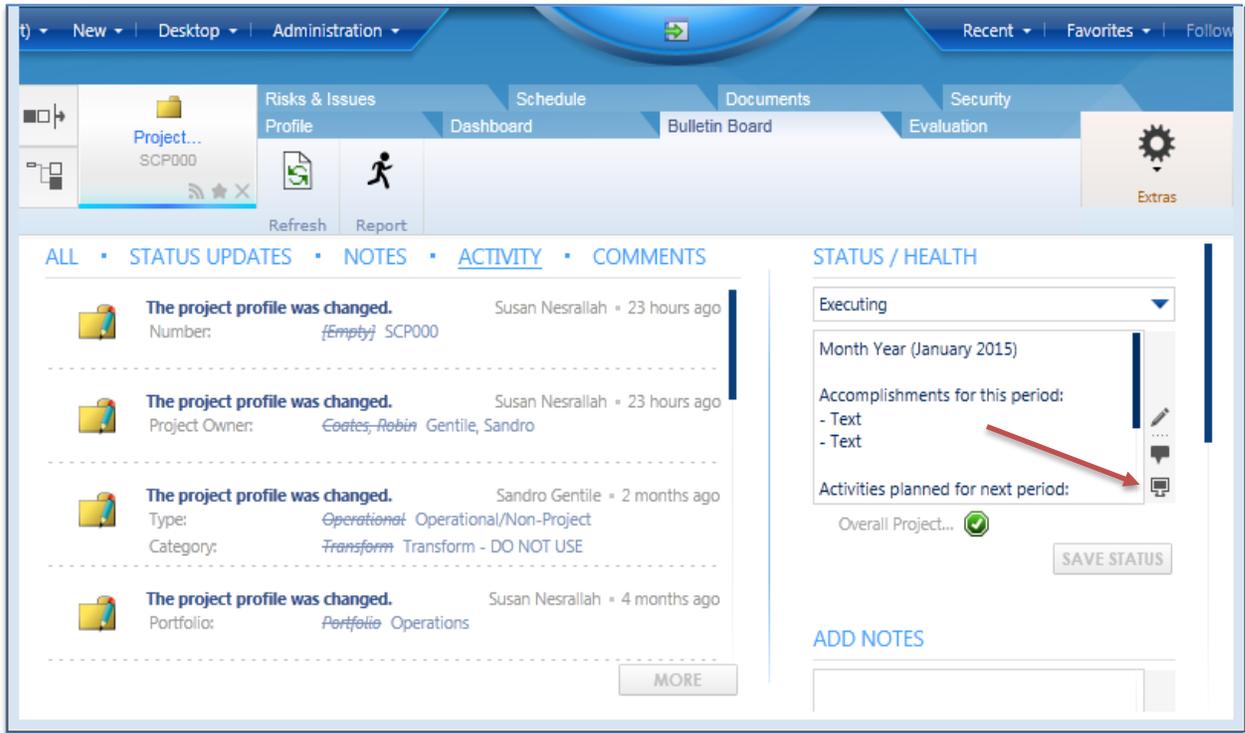
1. Open your project in Eclipse
2. Click on the Bulletin Board Tab in the Project – on the right-hand side, you will see the previous month's status (Screen Shot 1)
3. Click on the Full Screen button (as shown by the red arrow) to enlarge the status window pane (Screen Shot 2)

4. Highlight and delete the status information for the previous month (previous status reports are saved and can be seen in the left-hand side of the bulletin board page)
5. Enter the monthly status information as outlined in the format above (1.0 FORMAT)
6. Click Ok button (on the bottom right-hand corner) to close the Full Screen view
7. Click on the Overall Project Health indicator button to update: green, yellow or red (Screen Shot 3)
8. Save the status using the Save Status button (Screen Shot 3)

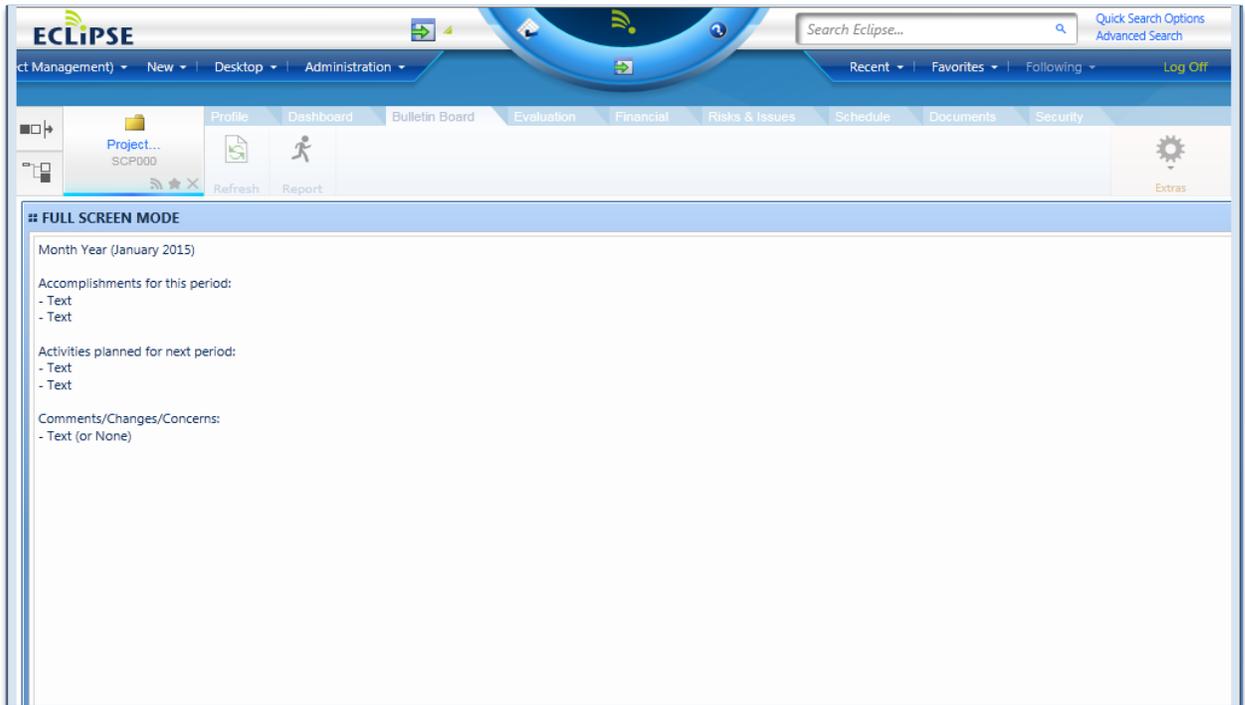
2.2 Updating Eclipse from the Portfolio Summary Screen:

1. Open the Portfolio Summary screen from the Desktop pull-down menu
2. Click on the “+” sign on the left on the line for the project you wish to update (Screen Shot 4) - a pane will appear as shown in Screen Shot 5
3. Click on Status Update as indicated (#1 in Screen Shot 5)
4. Click on the Full Screen button (#2 in Screen Shot 5) to enlarge the status window pane
5. Highlight and delete the status information for the previous month (previous status reports are saved and can be seen in the left-hand side of the bulletin board page)
6. Enter the monthly status information as outlined in the format above (1.0 FORMAT)
7. Click Ok button (on the bottom right-hand corner) to close the Full Screen view
8. Click on the Overall Project Health indicator button to update: green, yellow or red (#3 in Screen Shot 5)
9. Save the status using the Save Status button (#4 in Screen Shot 5)

Screen Shot 1



Screen Shot 2



Screen Shot 3

The screenshot displays the Eclipse Project Portfolio Management (Eclipse PPM) web interface. The browser address bar shows the URL <https://eod1.eclipseppm.com>. The application header includes navigation tabs for Risks & Issues, Schedule, Documents, and Security, along with a sidebar for Project SCP000. The main content area is titled "STATUS / HEALTH" and features a list of status updates and a "STATUS / HEALTH" summary panel. The status updates list includes:

- The project status was changed.** Status Update: Month Year (January 2015). Accomplishments for this period: (empty). Overall Project Health: [Progress indicator]
- The project status was changed.** Health Indicators: Overall Project Health [Progress indicator]
- The project status was changed.** Health Indicators: Overall Project Health [Progress indicator]
- The project profile was changed.** Number: {Empty} SCP000

The "STATUS / HEALTH" panel shows the project is in the "Executing" phase for "Month Year (January 2015)". It includes sections for "Accomplishments for this period" (Text), "Activities planned for next period" (Overall Project... with a green checkmark), and a "SAVE STATUS" button. A "ADD NOTES" section is also visible. Red arrows point to the green checkmark and the "SAVE STATUS" button.

Screen Shot 4

The screenshot displays the Eclipse Project Portfolio Management web application. The interface includes a navigation menu with options like 'New', 'Desktop', and 'Administration'. A search bar is located at the top right. Below the navigation, there are tabs for 'Data' and 'Timeline', and a filter dropdown set to '[Active Projects]'. A toolbar contains icons for 'View', 'Grouping', 'Refresh', and 'Reports'. The main content area features a table with 35 rows of project data. A red arrow points to the row for project SCP080. Below the table, there are buttons for 'Project Snapshot', 'Status Update', and 'Status Log'. Summary cards for 'SCHEDULE', 'OPEN RISKS', and 'OPEN ISSUES' are visible, along with a 'STATUS UPDATE' box for January 2015.

NUMBE	POR	NAME	% COMI	START DATE	END DATE	STATUS
SCP075	ISSC	eShop: Implementation of SciQuest	52%	04/08/2014	12/31/2015	Executing
SCP074	ISSC	Link Resolver Upgrade	80%	04/08/2014	04/30/2015	Executing
SCP076	ISSC	Outgoing Exchange Application Process	46%	07/08/2014	04/01/2016	Executing
SCP078	ISSC	Banner 2014 Upgrade	98%	07/08/2014	01/05/2015	Closing
SCP079	ISSC	Security Systems Integration	43%	08/12/2014	09/30/2015	Executing
SCP080	ISSC	Talent Management Suite - Performance Appraisal	25%	11/11/2014	07/06/2015	Executing

SCHEDULE
 EXPECTED % COMPLETE: 28%
 % COMPLETE: 25%

OPEN RISKS: 3
OPEN ISSUES: 0

STATUS UPDATE
 January 2015
 Accomplishments for this period:
 - Text
 - Text

Screen Shot 5

The screenshot displays the Eclipse Project Portfolio Management web application. The main content area shows a table of projects with columns for NUMBER, POR, NAME, % COM, START DATE, END DATE, STATUS, PRIORI, BU, and TOTAL BUDG. The selected project is 'SCP000 - Open - Project Management Office -Renewal' with a status of 'Executing' and 46% completion. Below the table, there is a 'Project Snapshot' section with a 'Status Update' button. A form for updating the status is open, showing the current state as 'Executing' and the month/year as 'January 2015'. The form includes sections for 'Accomplishments for this period', 'Activities planned for next period', and 'Comments/Changes/Concerns'. A 'SAVE STATUS' button is located at the bottom right of the form. Red arrows are used to highlight key elements: arrow 1 points to the 'Status Update' button, arrow 2 points to the 'SAVE STATUS' button, arrow 3 points to the 'Overall Project Health' indicator (a green checkmark), and arrow 4 points to the 'Comments/Changes/Concerns' text area.

NUMBER	POR	NAME	% COM	START DATE	END DATE	STATUS	PRIORI	BU	TOTAL BUDG
	Open	PUBLIC EXAM SCHEDULE	0%	09/12/2015	10/31/2015	Planning	4-Low		\$0.00
SCP000	Open	Project Management Office -Renewal	46%	10/01/2013	01/19/2015	Executing	2-High		\$0.00
	Open	Elections - CUSA/GSA/BOG - 2014	100%	01/09/2014	04/28/2014	Completed	1-Manc		\$0.00
	Open	IRSPM Conference April 9-11, 2014	100%	01/29/2014	04/25/2014	Completed	2-High		\$0.00
									\$0.00