



Purpose:

The objective of this activity is for program/project managers to apprise team members, sponsors and other stakeholders of the program/project status.

This process applies to all programs and projects undertaken by the Office of the CIO of the Ohio State University.

Participants:

Initiator: This report is completed by the program/project manager.

Inputs:

Integrated Project Plan, Project Budget, Project Resource Plan, Team status reports, Project Approach (including control processes)

Process:

1. The program or project manager will gather task and project status input from their team and develop the progress report monthly. The “Status Report” tab is a one-page summary of the project/program status. This page is included in the monthly operating plan for the CIO Office. The “Additional Notes” tab may be used to include expanded information about the status, and is not limited to one page.
2. Report instructions (please refer to cell notes for additional guidance):
 - a. Project Number: From the CIO Project Tracking Log
 - b. Strat. Plan ID: For strategic projects, record the ID assigned by the PPMO.
 - c. Month Ending: Select the month that this report represents from the pull-down list
 - d. Brief Project Overview: A brief statement of the purpose of the project
 - e. Project Status Summary: A brief statement that describes the project status for this month.
 - f. Status: Select project health status from pull down for schedule, budget, resources and scope. Overall status is calculated. See Instructions for description of
 - g. Trend: Pull-down shows trend for each part of status. If status is steady, there is no trend, so this will be blank.
 - h. Metric: Metric used to report project to date figures
 - i. PTD Planned: Record the amount planned for the project to date for the metric
 - j. PTD Actual: Record Project to Date Actual
 - k. Comments/Brief Explanation if Red or Yellow: Brief notes on status that will be included in the monthly operating plan. Notes are required for red or yellow status.
 - l. Major Task/Deliverable: List up to 8 of the most important major tasks or deliverables for the project. If there are more, select the most significant and earliest occurring ones. Drop completed ones from the list and add new ones as the project progresses. The last task should indicate the project completion date.
 - m. Status/Trend: Select status and trend from pull-down box. When the deliverable is completed, chose "complete" and remove from the next report.
 - n. Planned Date/Projected Date: Enter the planned start and finish date for the task related to this milestone or deliverable. If the date has changed from the plan, include the new date under “Projected Date”.
3. This report is due to the PPMO by the second working day of the following month. Send it via email to CIO-PPMO@osu.edu. All reports are stored on the share <\\cio-fs1\groups\cio\ppmo\status reports>.