

# Project status report

<Project name (ID)>

<yyyy-mm-dd>

<Firstname Lastname>

<Title>

<firstname.lastname@tietoevry.com>

## Guidance

- Remove any guidance text, and any unnecessary slides (for example this and template change history slides) when using this template for reporting
- The template provides "placeholders" for the information mostly in table format, please replace with graphics or reports available in PMView or other tools if possible
- Also remove any other information that should not be shared with the customer (e.g. Internal financial and measurement information) before sending this report out of Tieto
- For T&M Projects PCO may be shared with customer

# Project status





## Agreement status

Agreement description	Signed (Y/N)	Responsible	Due/Signed date	Link to
Professional services				
Licenses				
Support				
3-rd party SW/HW				
Sales/ Implementation Partners				
Change requests <nr.-1>				
Change requests <nr.-n>				






## Summary of project status and project basics

- Summary of project status:
  - <Describe the project status with one sentence (on track/off track, trend).>
  - <If the project's status differs from project's baseline, describe the reasons for the differences shortly.>
- Project basics

Project ID and name	<Project ID, Project's name>		
Project manager	<Forename Surname>		
Completed work baseline (%) / Completed work actual (%) – at <yyyy-mm-dd>	<xx> %	/	<xx> %
Costs baseline (%) / Costs actual (%) – at <yyyy-mm-dd>	<xx> %	/	<xx> %

## Summary of Project Status

RAG Status	<mm-yy>	<mm-yy>
Overall		
Schedule		
Scope		
Financial		
Risk level		
Resourcing		
DQP		

Green = As planned  
Amber = Delay/Issues  
Red = Actions needed

## Work done and results achieved

- <Describe shortly what has been done and what kind of results (e.g. deliverables) have been achieved during the last reporting period.>

## Work to be done

- <Describe shortly what will be done and what kind of results are planned to be achieved during the following reporting period, the deliverables in particular.>



## Schedule

Milestone or Event	Planned	Forecast	Actual
DP4- Ready to execute	<yyyy-mm-dd>	<yyyy-mm-dd>	<yyyy-mm-dd>
<Milestone or event>	<yyyy-mm-dd>	<yyyy-mm-dd>	<yyyy-mm-dd>
DP5-1 End of iteration – 1	<yyyy-mm-dd>	<yyyy-mm-dd>	<yyyy-mm-dd>
DP5-n End of iteration – n	<yyyy-mm-dd>	<yyyy-mm-dd>	<yyyy-mm-dd>
DP6 – Approval of delivery	<yyyy-mm-dd>	<yyyy-mm-dd>	<yyyy-mm-dd>
DP7 - Approval of transfer	<yyyy-mm-dd>	<yyyy-mm-dd>	<yyyy-mm-dd>
DP8 – Project Closure	<yyyy-mm-dd>	<yyyy-mm-dd>	<yyyy-mm-dd>

## Financials

	Original Budget	Change Orders	Approved Budget	Actual ITD	Estimated remaining	Forecast
Invoiced amount						
<item>						

## Project risks

ID		Risk		Impact		Mitigation	
<ID>		<Description of the risk>		<Cost or other impact if the risk realizes>		<Actions taken/needed to mitigate the risk>	

## Items to be decided by Steering group

Decision Needed	Reference	Remarks
<short description of change request or other decision needed>	<link or embedded documentation>	<additional comments>

## Decisions made in the project

- <Describe the decisions that have been made in the project e.g. by Project manager.>

## Resources

- <If there are any changes to the (key) resources, describe them here.>
- <If there are any needs related to the resources, describe them here.>
- <Notice that the resources are not only human resources.>



## Inculde in project plan and approve scope of following works during initiation phase DP3

- Integration (or other) tests
- Security tests (if applicable in project, or link to CS release security testing)
- Validation tests
- Solution description, Code (if applicable) review
- Performance tests (if applicable)
- Customer confidential data guidelines follow-up (if applicable)

<Provide links to evidences or answer «n/a» (if applicable) >

## DP6 – decisions made

- Decisions made:
  - To approve Customer solution release
  - Confirm that all secure development processes were followed
  - Confirm that Customer confidential data guidelines were followed

< In accordance to PA-DSS, Customer confidential data guidelines DP6 decision is considered as formal approval and signature by an authorized party for application release and application updates >

## Other issues

- <If there are any other issues which the Steering group should be aware of, describe them here. for example: changes in ways of working.>

## Exception Reports

- <description of the causes of deviations, the impact of deviations, proposed problem-solving options and their impact on the general tolerances of the project, recommended option by the Project Manager.>

# tieto *EVRY*

<Firstname Lastname>

<Title>

<firstname.lastname@tieto.com>