

Project Status Reporting
G-001

| | |
|------------------------------|---------------------------------|
| Title | Project Status Reporting |
| Category | Planning and Project Management |
| Identification Code | G-001 |
| Date Adopted | June 22, 2000 |
| Date of Last Revision | June 6, 2000 |
| Date of Next Review | |
| Status | Guidelines |

Authority

Section 86-1506 (5). "Adopt guidelines regarding project planning and management, information sharing, and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure."

Section 86-1510 (5). "Implement a strategic tactical, and project planning process for non-education state government information technology that is linked to the budget process."

Section 86-1510 (6). "Monitor the status of major non-education state government technology projects."

Purpose

A project may encounter problems when there is inadequate attention to tracking the status of the project, anticipating potential problems, responding quickly, and maintaining good communication with stakeholders and policy makers. Information must be available to identify issues and problems early, minimize project risks, and monitor, control and report progress. Project status reporting serves the following purposes:

1. Requires that actual results and performance of the project are tracked against project objectives, cost constraints and established schedules
2. Communicate project status and future actions to appropriate levels of management within an agency, to policymaker, and the Chief Information Officer
3. Monitor and mitigate potential problems, thus reducing project risk
4. Document changes in plans, scope and objectives

Objective

Establish requirements and procedures for project reporting, by defining a standard structure, timing, and format.

Applicability

These guidelines apply to all non-education state agencies and any projects using funds appropriated from the Information Technology Infrastructure Fund. They may be used voluntarily by any agency.

Project Status Reporting
G-001

Scope

Non-education state agencies shall adopt and adhere to these guidelines when planning, developing or implementing "major projects." In addition, the Legislature may require project reporting for designated appropriations. The Budget Division or Legislative Fiscal Office may request project reporting for "statewide strategic projects" or when special circumstances require special attention to assure that the project is completed successfully (on time, within budget, and with the expected results and benefits). The Budget Division or Legislative Fiscal Office may require additional information such as cash flow summaries for some projects. This information should be included as attachments to the form.

Key Definitions

1. Project -- a temporary endeavor undertaken to create a unique product or service. Types of information technology projects may include feasibility studies, research efforts, information technology strategic or other planning initiatives, system implementation, or development projects.
2. Major project -- includes projects that would have significant effect on a core business function of the sponsoring organization. In addition, any project that would incur total cumulative expenditures of \$250,000 or more (regardless of fund type) should be considered a major project.
3. Statewide strategic project -- includes projects that affect multiple government programs or departments. Statewide strategic projects impact the state and its citizens from an enterprise perspective that is broader than the sponsoring organization.

Responsibility

The project manager has primary responsibility for implementing these guidelines. Evidence of compliance is the documentation that is part of project tracking and reporting.

Related Policies, Standards and Guidelines

Section 4 of the Statewide Technology Plan established procedures for the following planning and project management activities:

1. Agency comprehensive information technology plan
2. Information technology budget requests
3. Information technology project proposals
4. Technical review process
5. NITC recommendations and prioritization
6. Information technology project management and implementation

Project status reporting is one element of project management and implementation. Other elements include conceptual and feasibility studies, the project charter (to summarize expectations and responsibilities), a project implementation plan (to provide the detailed analyses that guide the project from beginning to conclusion), and a final report that reviews lessons learned and the success of the project in achieving its objectives. When assembled into a folder or notebook (either paper or electronic), the project status reports and these other documents provide a complete history of the project from start to finish.

Project Status Reporting
G-001

Impact

Adopting and adhering to these guidelines will impose an additional burden and higher up-front costs for some projects. To be effective, project status reporting requires a clear definition of project scope, detailed list of tasks, a set of milestones, a project budget, and a project schedule. Developing this information requires planning and documentation. Tracking and reporting the status of projects will require additional time and effort. Depending on the size and complexity of the project, following these guidelines may require professional project managers, a formalized project management methodology, and additional duties for project staff. Training is important.

Project status reporting will give project managers and project sponsors greater control over projects, with better risk management and a higher probability of success. Project status reporting will provide better communication with external stakeholders, including policy makers.

Description

An effective system of project status reporting depends on knowing the requirements of everyone involved in generating or using the status reports. Clear procedures and availability of training are also essential components. Implementing these requirements and procedures must protect an agency's existing investment in project tracking and reporting systems. What system used is not important, as long as the purposes of this guideline are well served.

Requirements

Project status reporting must achieve the following requirements.

1. *Access.* The project tracking and reporting system is intended to serve agency personnel as authorized by the person responsible for information technology for the organization. The Legislative Fiscal Office, State Budget Division and Office of the Chief Information Officer will also have access to the information in the system. Although information in the system is a public record, Section 81-1117.02 requires written approval of the agency in order to release information to any other person or persons. The Chief Information Officer will establish proper security measures.
2. *Content.* Each project should have a folder that includes project status reports and other documents that provide background information. These other documents may include a project proposal form (or other concept paper), project charter, and project plans. The project status reports should include the following components:
 - Project information
 - Overall status (on plan, ahead of plan, behind plan)
 - Current status (significant accomplishments, planned activities, change control, and corrective actions)
 - Milestone progress
 - Financial status
 - Issues

Project Status Reporting
G-001

A suggested format is attached. Content should correspond to the magnitude of the project. Very large projects may require sophisticated project tracking methodologies that quantify cost and schedule variances. Additional information, such as cash flow summaries, may be included as attachments to the suggested form.

3. *Ease of use.* It is essential that information be available electronically, at the user's initiative. A web-based format provides the greatest flexibility. Records can be physically located on an agency-owned server or submitted to the Office of the CIO for posting on a central server. A central web page maintained by the Office of the CIO would provide links to all project reports, regardless of actual physical location.
4. *Frequency.* Project status reports shall be prepared and submitted quarterly, unless there are valid reasons for more frequent reporting. High risk factors, critical phases, or strategic importance would require more frequent reporting. Typically, project tracking for internal purposes occurs on a monthly basis. If feasible, agencies may use these reports for submitting project status reports to the Chief Information Officer.
5. *Retention.* Agencies shall maintain all project status reports and other documents in the project folder for the duration of the project. Retention after project completion should correspond with any audit requirements or the agency's records management guidelines.

Procedures

1. *Identification of projects.* Agencies will notify the CIO of "major" projects that fall within of these guidelines. The Legislative Fiscal Office and the State Budget Division will notify agencies and the CIO of other projects that require project status reporting including projects designated by the Legislature.
2. *Submission of information.* Agencies have the option of providing the CIO with the URL of their own web-site with project information including project status reports. Agencies that do not choose this option must submit project information and status reports to the CIO as an e-mail attachment. The e-mail message should include the name of the submitting agency and contact information for the individual submitting the documents. The attached documents should be in a commonly used format such as Microsoft Word, HTML, or PDF. All e-mail messages should be sent to _____. Agencies shall post or submit status reports within two weeks after the end of a reporting period.
3. *Security.* The CIO will establish proper controls and passwords to govern access to the central web-site and project information, pursuant to these guidelines.

Training

The Statewide Technology Plan recognizes the Project Management Body of Knowledge (PMBOK) which is supported by the Project Management Institute (PMI). Training by persons certified by PMI will help agencies and project managers with meeting project tracking and reporting requirements. The NITC Clearinghouse will include a web site with links to project planning and management information and best practices.

**Project Status Reporting
G-001**

Project Status Report Form

| | |
|---|------------------------|
| Agency: | Date: |
| Contact Name: | Phone / E-mail: |
| Project Title: | |
| Type of Project or Phase (e.g., Feasibility Study or Development): | |
| Reporting Period: | |

Is Project: **On Schedule or Ahead of Schedule?** **Yes** ___ **No** ___
 Within Budget? **Yes** ___ **No** ___
 On Target to Meet Objectives and Requirements? **Yes** ___ **No** ___

A. FINANCIAL STATUS and SCHEDULE

Approved Budget at Completion (all funds) _____ Date of Last Revision _____
 Approved Completion Date _____ Date of Last Revision _____

 Project Costs to Date (all funds) _____
 Budgeted Cost of Work Scheduled (if available) _____
 Actual Cost of Work Performed (if available) _____
 Other indices of Project Status (if available) _____

B. ISSUES

(Identify any issues that pose additional risk to the project. Document any revisions to the project budget or schedule during the reporting period. Describe any changes to the project's objectives or requirements.)

C. CURRENT STATUS

Accomplishments

(Briefly describe progress on major milestones and tasks during the reporting period.)

Problem Areas:

(Briefly explain any problems encountered and corrective actions, especially those that affect the critical path.)

D. PLANS FOR NEXT PERIOD

Milestones / Tasks:

E. ATTACHMENTS