

Project status report – statement of work (10 points)

The project status report should contain the following sub-elements:

- Completed results and status of other tasks (1 p)
 - List of tasks completed or in progress by the date of the report
 - Description of results achieved by the date of the report
- Description of problems occurred during the implementation and possible solutions (3 p)
 - List for deviations (plan vs actual) occurred implementing the project (time plan, durations, list of tasks, cost) and reasons explaining why those occurred
 - List of problems produced by those deviations
 - Possible solutions: if we are behind the plan or there are reasons to believe that same delays can occur
- Prerequisites to complete the project (2 p)
 - changes in resources (individuals participating in the project, other resources), agreed expected results etc
 - changes in roles, processes
 - revised milestones list

MS Project file – Project schedule (4 p)