Excel Templates Guides, Description, Download and installation.

SME Weekly Status Report Template

Status Report Template

PROJECT STATUS REPORT

pmodocs

Week Ending	[Add weekending date here]	Project Manager	[Project Manager]
Client Name	[Client Name:]	Project Sponsor	[Project Sponsor]
Project Name	[Project Name:]	Project Code	[Date]

This weekly status reports documents the current status of the project for the current Period	64%	Green	Overall Project Status

Project Status Health	RAG Status	Comments
Schedule	Green	Currently on Schedule -
Budget	Green	Budget is currently on target
Resources	Green	No resouce issues
Quality	Green	All products completed have passed QA
Scope	Green	No Changes
Risks	Green	3 known Risks - all being managed
Issues	Green	4 Issues - currently being managed
Change Mgt	Green	6 Changes completed 3 more scheduled for the project

Project Summary	
1	1

Project Milestones				Project Deliverables			
Milestone No	Milestone Description	Expected Date	Actual Date	Deliverable No	Deliverable Description	Expected Date	Actual Date
Milestone 1				Deliverable 1			
Milestone 2				Deliverable 2			
Milestone 3				Deliverable 3			
Milestone 4				Deliverable 4			
Milestone 5				Deliverable 5			
Milestone 6				Deliverable 6			

Project Schedule Phase Milestones

Phase	Baseline	Forecast Delivery	Actual Delivery	% Complete	Rag	Comment
Plan	12/12/2020	19/12/2020	19/12/2020	100%	Green	
Design	20/12/2020	24/12/2020			Green	
Build	24/12/2020	10/01/2021			Green	
Closed Pilot	11/01/2021	13/01/2021			Green	
Implement	13/01/2021	19/01/2021			Green	
Handover	19/01/2021	22/01/2021			Green	

Tasks Completed this Period	Tasks Delayed this Reporting Period	Tasks Planned Next Period
Project Kick off with client		completion of discovery
Discovery underway		Completion of Schedule v1.0
Schedule v0.01 underway		Sign off of PMP
PMP with client for review		

Top 5 Risks Actions Issues and Decisions

Risks	Actions	Issues	Decisions

Project Financial Summary

Description	Project Total	Amount Invoiced to date	Remaining to be Invoiced	% Bdgt Used
Services	$28,575.00	$25,000.00	$3,575.00	87%
Hardware	$29,000.00	$15,000.00	$14,000.00	52%
Expenses	$2,900.00	$1,500.00	$1,400.00	52%
Total	$60,475.00	$41,500.00	$18,975.00	64%

Professional Services Financials			Project Budget		$28,575.00	Total Project Hours	180.00
Project Engagement	T&M						
Resource	Budget Hrs	Hrs actually Worked	Hrs Remaining	Rate	Actuals	ETC	EAC
Project Manager	45.00	12.00	33.00	195.00	$2,340.00	$6,435.00	$8,775.00
Cloud Engineer	60.00	58.00	2.00	225.00	$13,050.00	$450.00	$13,500.00
Consultant	35.00	30.00	5.00	220.00	$6,600.00	$1,100.00	$7,700.00
Network Engineer	41.00	21.00	20.00	195.00	$4,095.00	$3,900.00	$7,995.00
Senior Engineer	32.00	18.00	14.00	220.00	$3,960.00	$3,080.00	$7,040.00
Senior Network Engineer	35.00	19.00	16.00	220.00	$4,180.00	$3,520.00	$7,700.00
Total	248.00	158.00	90.00		$34,225.00	$18,485.00	$52,710.00

Description

How to Use

A project status report is a document that summarises a project's overall progress against the projected project plan. The goal of a project status report is to keep all stakeholders informed of progress, to mitigate Risks and Issues before they arise, and to ensure that the project will complete on time and on budget

RAG Status

In this section the phases of the project are laid out in order and next to each phase you can provide a RAG update. (Red Ambler Green). Also provided is a comments section where you can articulate the reason for the rating.

Project Summary

In this section the Project Manager provides a summary of the week’s activities, highlighting anything that needs to be brought to the stakeholders’ attention.

Project Milestone

Here you enter the project Milestones, description, Expected date of deliver and Actual Date of Delivery

Project Phases

In this section, you insert the start date of the project and the proposed end date for the project. For each phase in the project, you can update the % Complete, this will highlight progress to your customer or stakeholders.

Tasks

In this section you provide detail for Tasks completed, Tasks delayed (need to be rescheduled) and upcoming Planned Tasks.

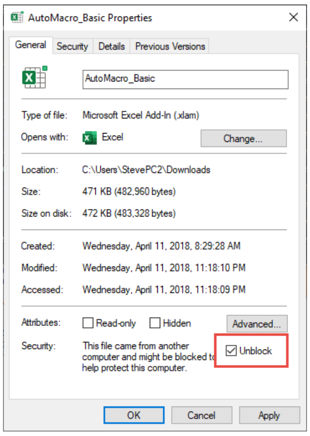
Top five

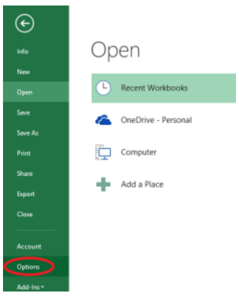
In this section you insert your top 5 Actions from your Action Register, your top Risks from your Risk Register and your top 5 Issues from your issue register.

Project Financials

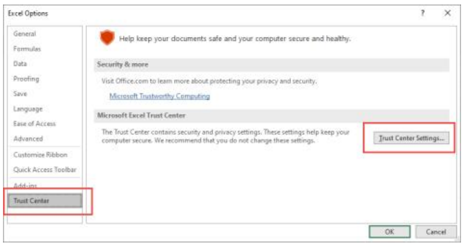
In this section you can keep track of Actuals forecast and estimate to complete for the entire project and for each phase. The only requirement here is to get your resources actuals from your time keeping system, once you have those you enter the total time in the actuals Row for the current phase. The only Row you need to enter data is the actuals Row as the other cells are calculations.

How to install the Excel .xlam file (Add-in)

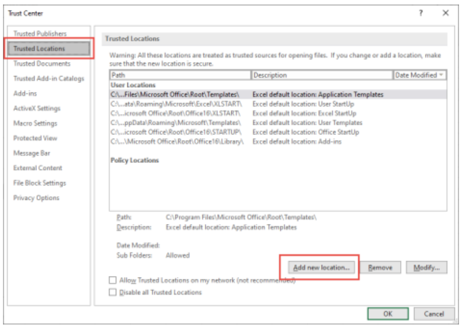
1. Save Add-in to Computer
    a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\Excel Files)
2. Unblock the File.
    a. After saving the file, locate the file in the Windows Explorer.
    b. Right-click the file and select Properties.
    c. Make sure the Unblock box is checked near the bottom of General Tab.
    d. 

3. **This step in optional as the issue has been resolved in recent updates.**
    a. Trust the File Location
    b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.
    c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location
    d. 

    e. **Trust Centre > Trust Centre Settings**

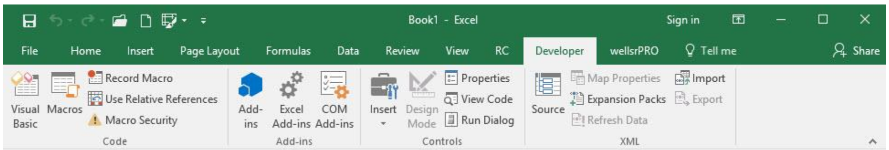
f. 

g. Trusted Locations > Add New Location

h. 

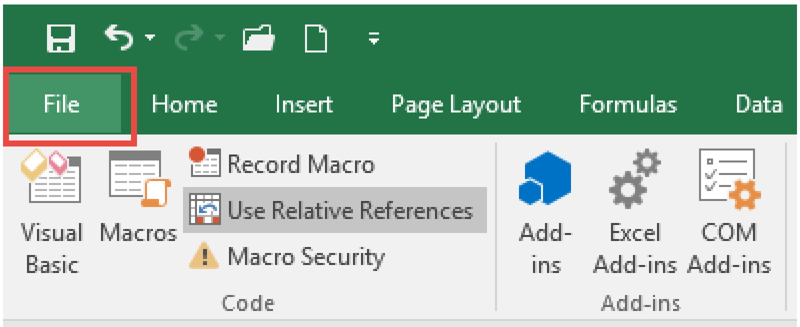
i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

4. Make Sure the Developer Tab is Visible

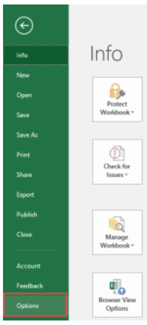
5. 

   a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

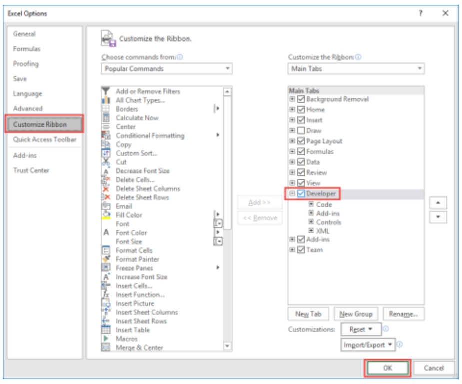
6. Click File as shown below

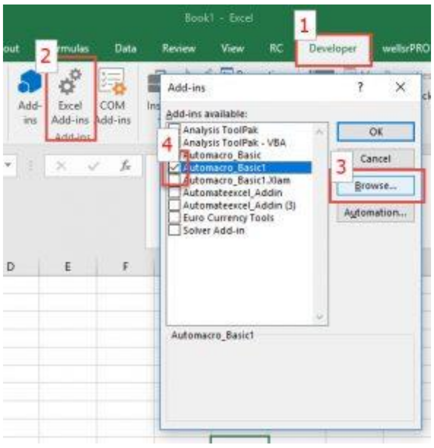
7. 

8. Click Options

9. 

10. In the left-hand pane, click Customise Ribbon.

11. 

12. Click the developer check box and click ok at the bottom.
13. Once you have the Developer Tab appearing on the ribbon
14. Browse to File.
    a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\Excel Files)
    b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.
15. 

16. Make sure the add-in has a check mark next to it and click OK.
17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.