

APPENDIX C. SAMPLE MONTHLY PROJECT STATUS REPORT

Below is a sample Monthly Report. This is illustrative only, not a real report. The target audience members are the leaders of other related CVISN projects within the organization. The oral presentation takes 10 minutes to deliver, and along with 13 other presentations is part of a monthly 2-1/2 hour meeting. For this peer-level audience the level of detail is finer than the example given in Appendix D. In the days immediately following the meeting, the organization's CVISN Program Manager extracts from these presentations and creates the monthly letter report that is a contractual deliverable.

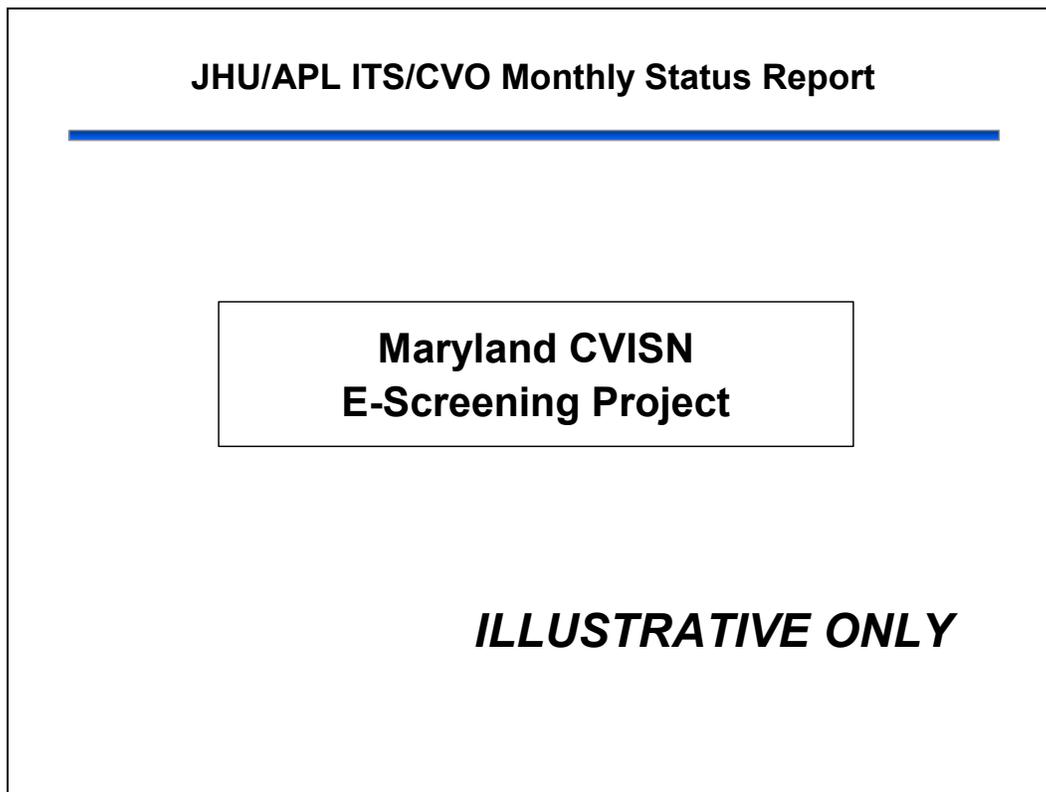


Figure C-1. Sample Project Monthly Report Format

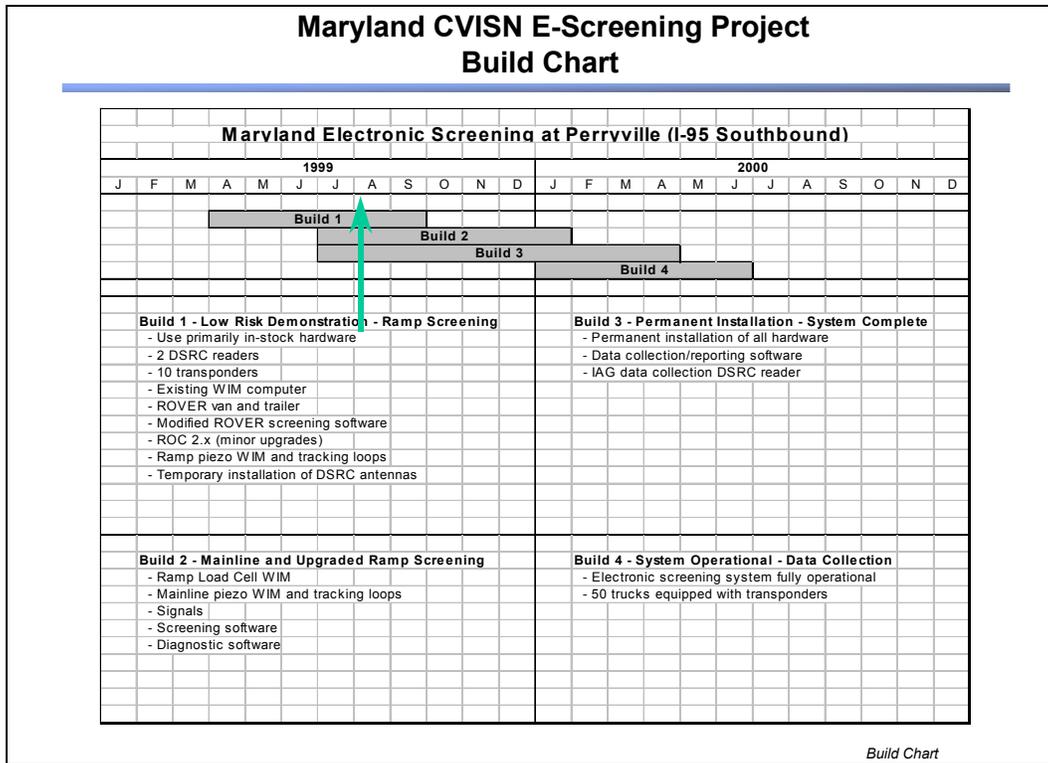


Figure C-2. Build Chart – Vertical Arrow Marks “Data Date”

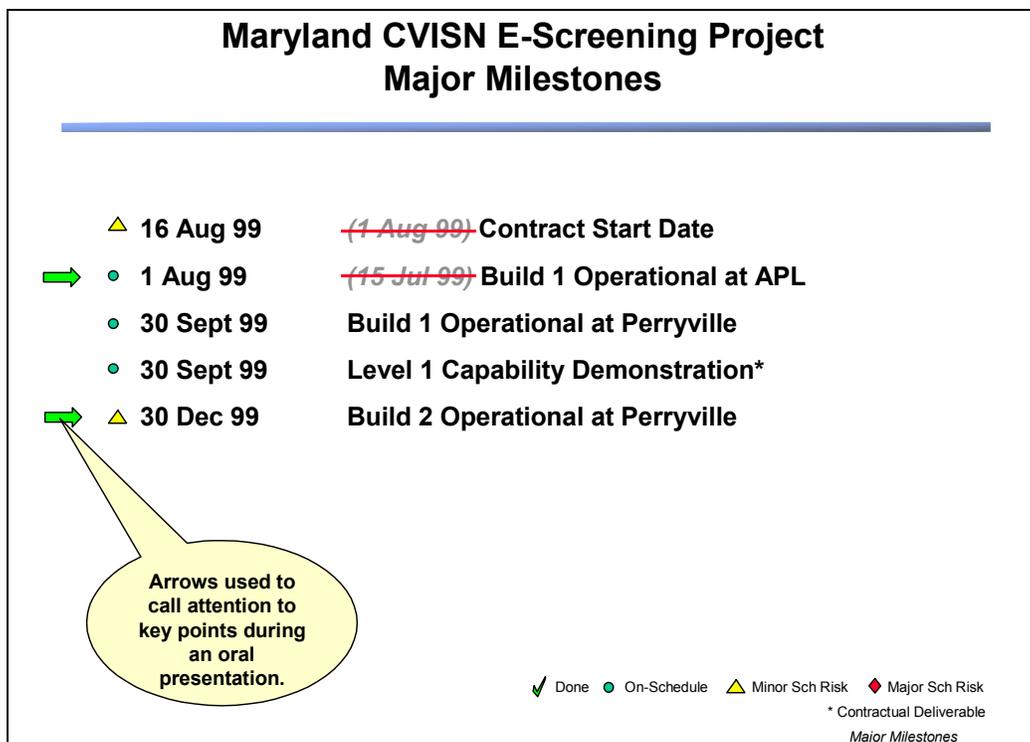


Figure C-3. Milestone Chart– Horizontal Arrows Flag Discussion Points

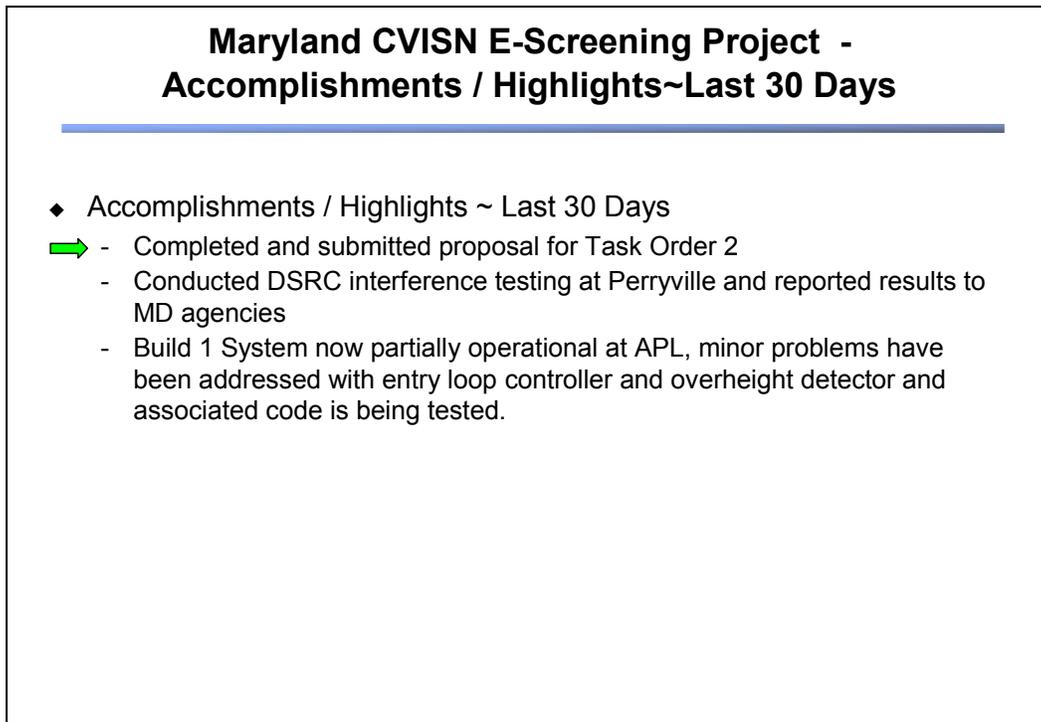


Figure C-4. Accomplishments – Horizontal Arrows Flag Discussion Points

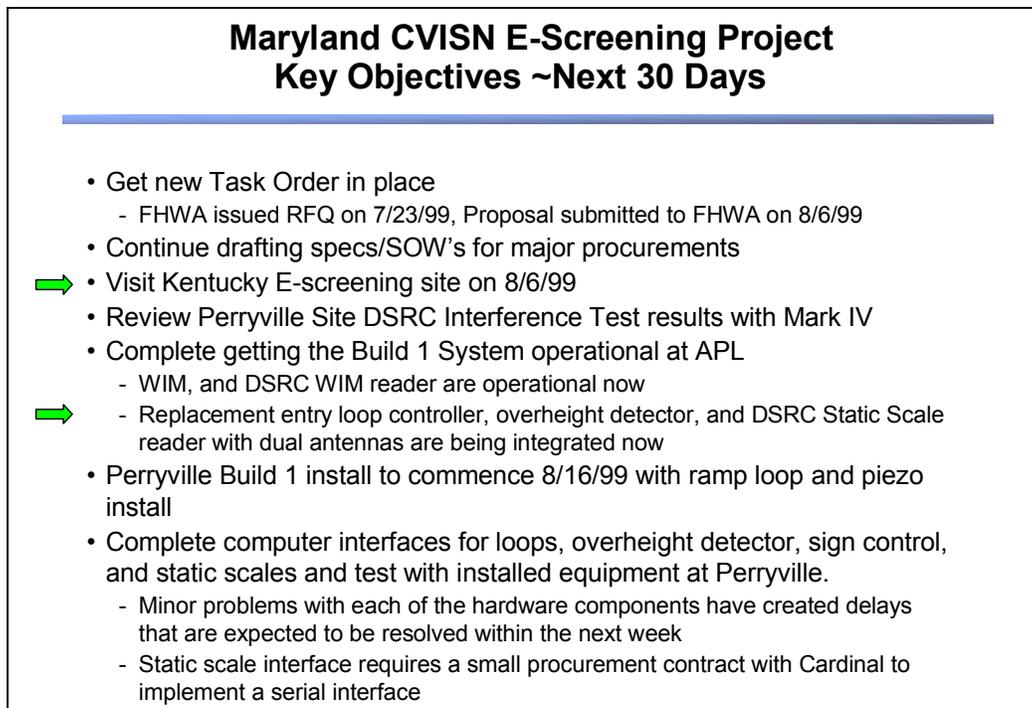


Figure C-5. Activities Next Month – Horizontal Arrows Flag Discussion Points

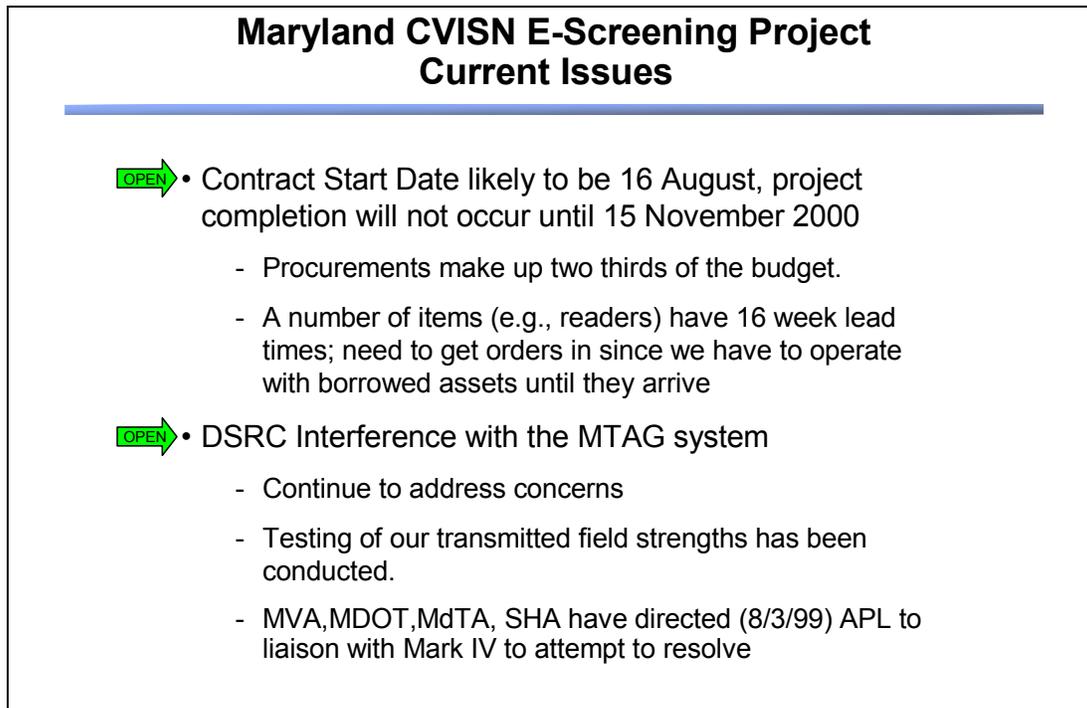


Figure C-6. Issues – Horizontal Arrows Flag Discussion Points

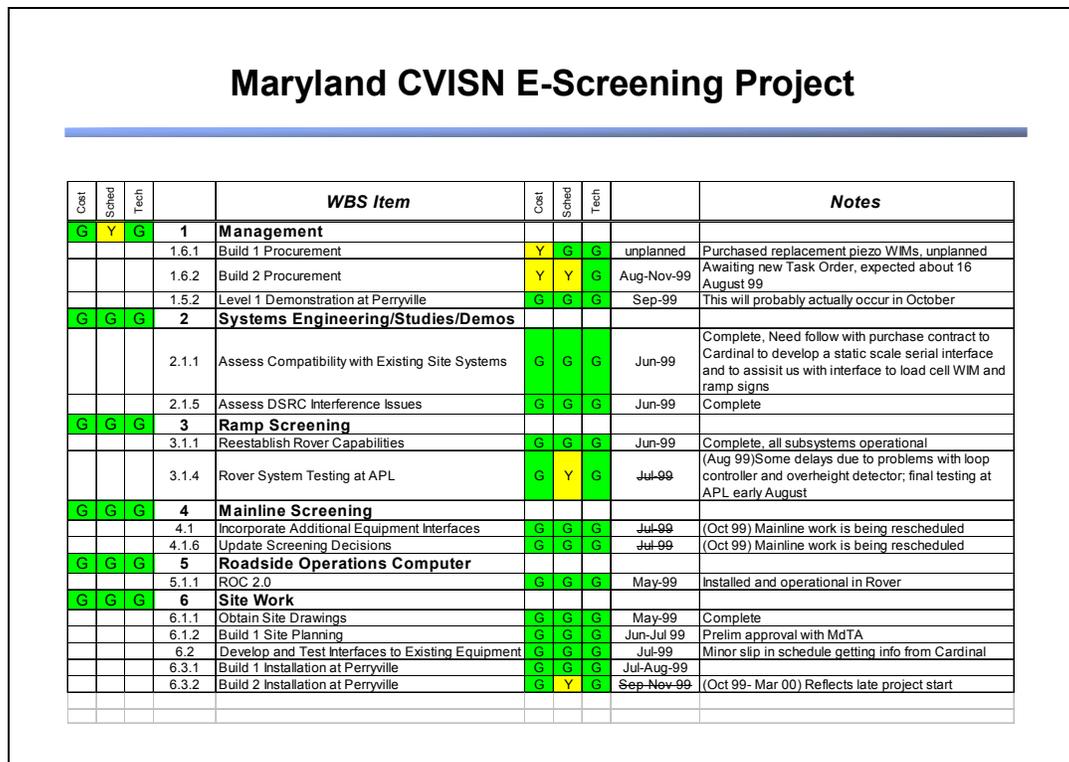


Figure C-7. WBS Annotated for Technical, Schedule, and Cost Status