

Detailed Project Report

Project ID	Week
Budget Status	Schedule Status
Projected Completion Date	
Project Description	
Project Manager Project Sponsor Team Members Released team members Projected Releases	
Milestones <ul style="list-style-type: none">••	
Accomplishments <ul style="list-style-type: none">••	
Projected Goals <ul style="list-style-type: none">••	
Changes Implemented <ul style="list-style-type: none">••	
Issues <ul style="list-style-type: none">••	
Risks <ul style="list-style-type: none">••	
Change Requests <ul style="list-style-type: none">••	

Minimal Project Report

Project ID	Week	Project Manager
Budget Status	Schedule Status	
		Projected Completion Date
Milestones		
Issues		
Risks		
Change Requests		

Example of Custom Report Template

Project ID	Week	Project Manager
Budget Status	Schedule Status	
		Projected Completion Date
Project Description		
Milestones reached this week		
<ul style="list-style-type: none">•••		
Changes Implemented		
<ul style="list-style-type: none">••		
Risks		
<ul style="list-style-type: none">•••		
Issues		
<ul style="list-style-type: none">•••		
Change Requests		
<ul style="list-style-type: none">••		

Project Report in Letter format

MEMO TO: Mr. Ellis Shephard, Manufacturing Department
FROM: Mark Hansdorf, Project Manager
DATE: May 9 2005
SUBJECT: Warehouse Status Report

This memo brings you up to date o the status of the construction of our new warehouse on Lafayette Street. As you will see, construction is on schedule and within budget, with no major problems foreseen.

Background: On January 3, 2005, the Manufacturing Department asked us to construct a 48' X 96' frame warehouse at 136 Lafayette Street. Turnkey price was \$96,500, with construction to begin on March 10 and to be completed no later than July 20. We agreed to provide interim progress reports on Aril 10, May 10, and June 10.

Work Completed to Date: We have now completed the following jobs:

1. By February 20, all of the plans had been approved by the appropriate regulatory agencies.
2. The foundation was poured on March 27.
3. The exterior of the building, including asphalt roofing and aluminum siding, was completed on April 23.

Work in Progress: The following work has been started but has not yet been completed:

1. The dry-wallers are installing the interior walls and partitions; they should be finished by the end of next week.
2. The electricians are installing the lighting, alarm system, outlets, and other electrical requirements.
3. The plumbers have installed the necessary fixtures in the washrooms and are installing the Amana high-energy-efficient heating/cooling unit.

Work to be Completed: From now until July 20, we will be completing these tasks:

1. The vinyl flooring will be installed by June 23.
2. The painters will paint the interior on July 1-3.
3. The modular rack storage system is scheduled to be installed by July 15.
4. The landscaper will install all landscaping by July 15, including exterior lighting and an underground sprinkler system.
5. The city inspector and fire marshal will perform a final inspection on July 17.

Anticipated Problems or Decisions to be Made: Listed below are a minor problem regarding a shipment delay and a decision that we need from you:

The modular rack storage system was ordered on April 3 and should have been delivered two weeks ago. I've spoken with our supplier and she assures me that the system will be delivered by May 12. If so, we should have no problems installing it on schedule.

By June 25, you will need to make a final color selection for the interior walls. The plan calls for one color. In making your selection, you might want to remember that the exterior of the warehouse is Colonial blue (a pale blue), and the metal storage system is putty.

Our department appreciates the opportunity to build this facility for you and are sure you will enjoy using it. I will provide you another update in June.

Ober, Scott. Contemporary Business Communication, 5th Ed. Boston MA, USA: Houghton Mifflin Company, 2003. pp. 338–339.