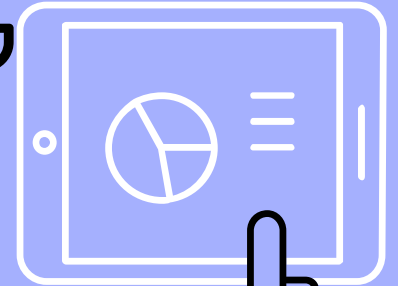
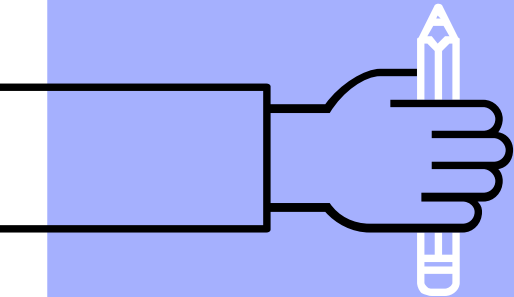


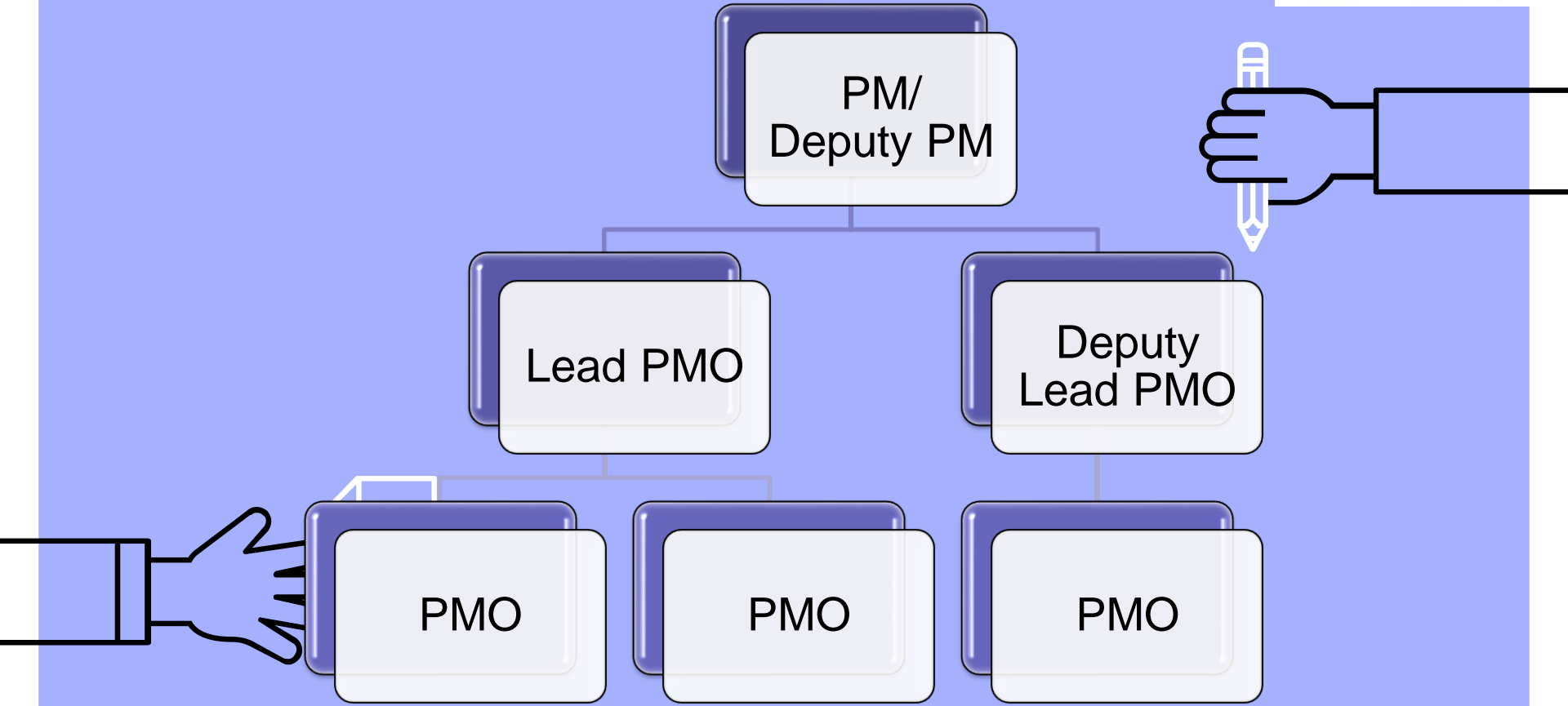
REPORT WRITING



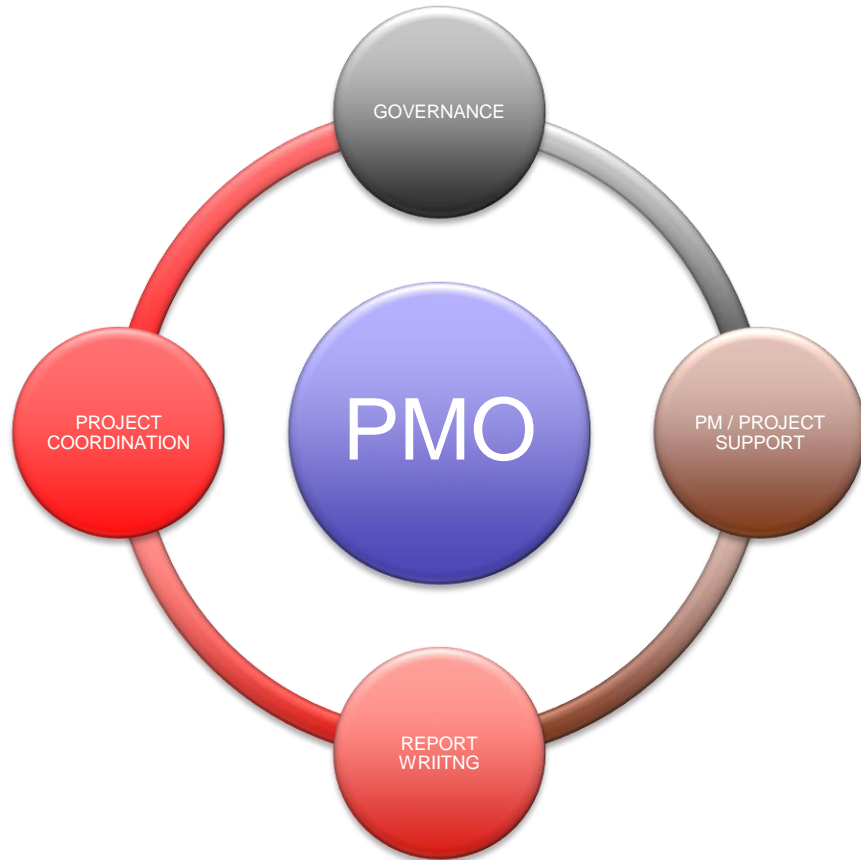
“

- ▶ *A project management report is an essential project management tool. It provides a summary overview of the project's status that you can share with stakeholders, clients and team members. Regular project management reports help to ensure your project stays on track.*









A **project management office (PMO)** is a group that sets, maintains, and ensures standards for project management across that organization. They're the keepers of best practices, governance, project status and direction all in one spot.

A **PMO Analyst** often prepares the **reports** on projects and resources at programme/portfolio level for top management.

These include Checklist Report, Lesson Learned Report, Status Updates and Issues Report.

Project Checklist Report

A **project checklist** is used to make sure that none of the items that you have included on the project planning checklist are forgotten or left without action.

It serves as a reminder of what needs to be done and assurance of what has been done once the items are checked off the list.

Lessons Learned Report

Lessons learned are the documented information that reflects both the positive and negative experiences of a project.

They represent the organization's commitment to project management excellence and the project manager's opportunity to learn from the actual experiences of others.

Issues /Log Report

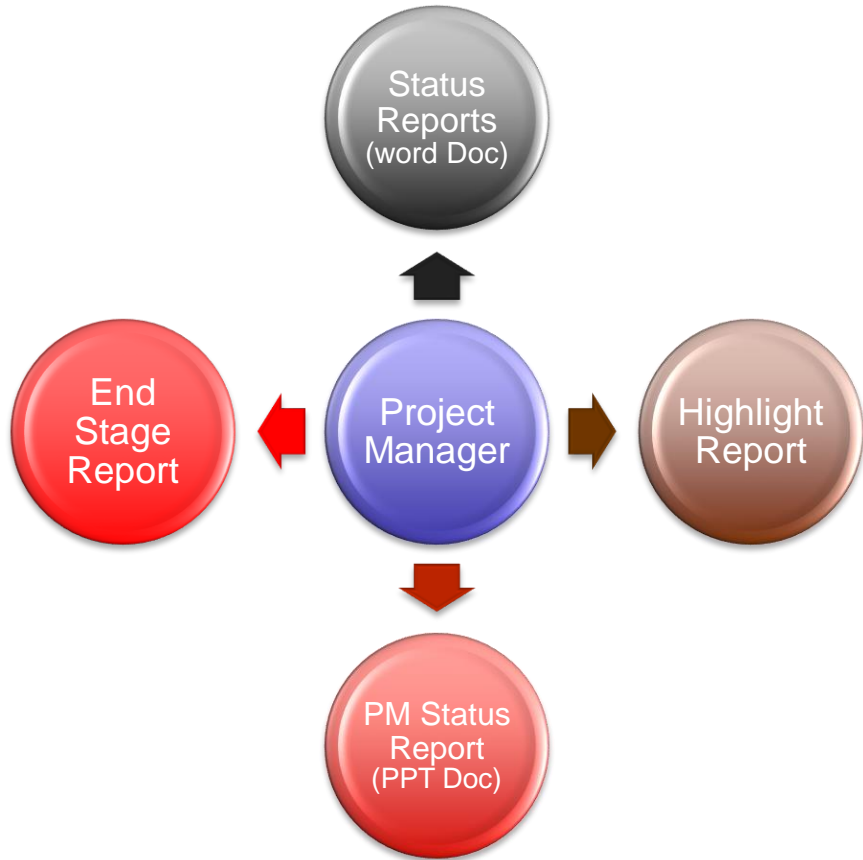
An **Issue Report** is a description of one or more issues. It also contains, issue description, an impact assessment of the **issue(s)**, and a recommendation.

An **Issue Report** is first created when capturing an **issue** and can then be updated after the **issue** has been examined and when proposals are identified for **issue** resolution.

Meeting Minutes

A skilled and successful Project Manager / PMO Analyst always has **meeting minutes** prepared and distributed within 24 hours of having a meeting.

Project meeting minutes not only summarize what was discussed and agreed upon during the meeting but also includes a list of action items.



The **project manager** has overall responsibility for the overall success of the project, he/she is also responsible for **reporting** to the project sponsor and the project board.

In Tritek we work with two types of Status Reports. One weekly and one PowerPoint presentation.

Status Report (Word Doc)




| Project Status Report | |
|-----------------------|--|
| Project Name | |
| Project Manager | |
| Date | |
| Period Covered | |

| RAG Status | | | |
|---|--|----------|--|
| Current | | Previous | |
| State why there is a change in the status from the previous period... | | | |

| This Period |
|---------------------------|
| Key Activities: |
| Actual/Potential Problems |

Project status reporting is a regular, formalized report on project progress against the project plan. It keeps project stakeholders informed of critical aspects of project health such as schedule, issues, scope, resources, cost, etc and allows management to take action to address project issues and risks.

Status Report (PPT Doc)

| Project Information | | | | | | | | | | RAG STATUS | | |
|--|--------------|-----|--------|-----|--------------------|------------|-----|-----|---------|---|-----|-----|
| Status Update Date | | | | | | | | | |  | | |
| Project Title | | | | | | | | | | | | |
| Project Lead (PM) | | | | | | | | | | | | |
| Project Timescale | | | | | Project Cost | | | | | | | |
| Start Date | | | | | Project Budget | | | | | | | |
| End Date | | | | | Forecasted | | | | | | | |
| Tolerance | | | | | Expenditure So Far | | | | | | | |
| Project Stage | | | | | | | | | | | | |
| Initiate | | | Define | | | Execute | | | Closure | | | |
| Milestones | Current Year | | | | | | | | | | | |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | Milestone #1 | | | | | | | | | | | |
| | Milestone #2 | | | | | | | | | | | |
| | Milestone #3 | | | | | | | | | | | |
| Milestone #4 | | | | | | | | | | | | |
| Risk (All Red & Severe Risks) | | | | | | | | | | | | |
| Risks | | | | | | Mitigation | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Support Required or Action Needed | | | | | | | | | | | | |
| <narrative summary here where any status is not green. Describe what needs to happen & when for status to return to Green. | | | | | | | | | | | | |

Highlight Report

A **highlight report** is used to provide the project board, steering committee, sponsor (and possibly other stakeholders) with a summary of the stage status at intervals defined by them.

The project manager also uses it to advise the project board of any potential Issues or areas where the project board's involvement is needed.

End Stage Report

An **end stage report** is used to give a summary of progress to date. As you approach the end of the stage and are preparing for the next one. This is when you also prepare an End Stage Report.

There are a few important things to do here. First, continuous business justification (are we still going ahead with the project). Then, you also need to report the status of the products that were the subject of this stage. List any unfinished works and open issues and assign owners to them.

You also need to report issues and risks and lessons learned.

The Project manager is responsible for the overall Risk Management throughout the project lifecycle.



The PMO Analyst is responsible for managing the RAID's Log.

- Logging risks
- Analysing Risks
- Mitigate Risk
- Create Contingency Plans.
- Log date when risks are resolved.

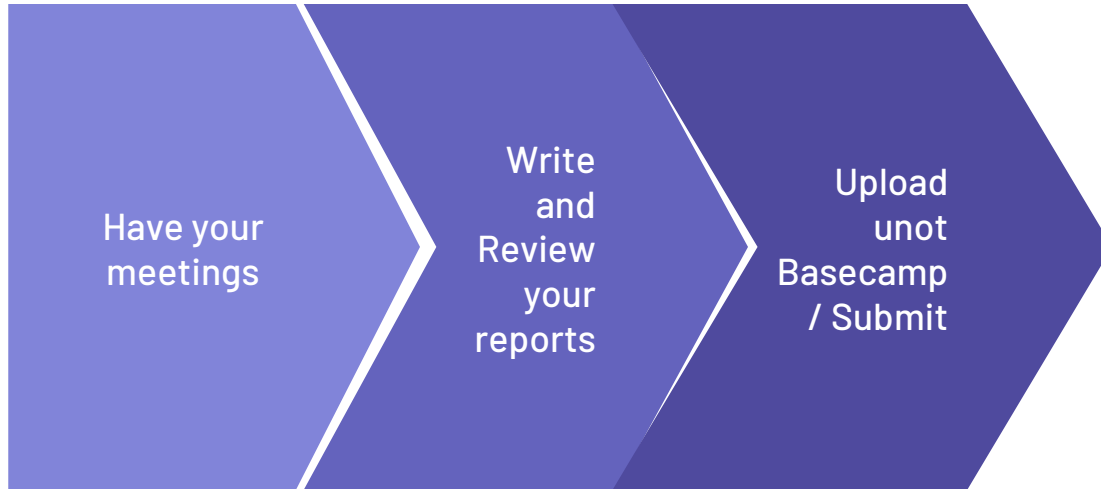
| RAID SUMMARY | | | | | | | |
|--------------|----------|--------------------|----------|---------------|----------|--------------------|----------|
| Risks | | Assumptions | | Issues | | Dependencies | |
| Total Risk # | | Total Assumption # | | Total Issue # | | Total Dependency # | |
| 5 | | 5 | | 6 | | 6 | |
| Risk Level | | Criticality | | Priority | | Priority | |
| 2 | Low | 1 | Low | 3 | Low | 3 | Low |
| 1 | Medium | 2 | Medium | 0 | Medium | 1 | Medium |
| 1 | High | 1 | High | 1 | High | 1 | High |
| 1 | Critical | 1 | Critical | 2 | Critical | 1 | Critical |

VERSION CONTROL

| | STAGE 1/ INITIATE | STAGE 2/ DEFINE | STAGE 3/ EXECUTE |
|------------------------|----------------------|--------------------|---------------------|
| 1 ST REPORT | V1.0 | V2.0 | V3.0 |
| 2 ND REPORT | V1.1 | V2.1 | V3.1 |
| 5 TH REPORT | ? | ? | ? |



OUR PROCESS IS EASY



WEEKLY QUALITY CHECKS

| WEEK 05/07/21 TO 09/07/21 | RAIDS LOG | STATUS REPORT | CHECKLIST REPORT | ISSUE REPORT | HIGHLIGHT REPORT | LESSONS LEARNED | MEETING MINUTES |
|------------------------------|-----------|---------------|------------------|--------------|------------------|-----------------|-----------------|
| PROJECT MANA | Red | Green | Green | Green | Green | Green | Green |
| PROJECT ABBA | Green | Green | Green | Green | Green | Green | Green |
| PROJECT MARINE | Green | Red | Green | Green | Green | Green | Green |
| PROJECT STAR | Green | Green | Green | Green | Green | Green | Red |
| PROJECT ONE | Green | Green | Green | Green | Green | Green | Green |
| PROJECT DEV | Green | Green | Green | Green | Green | Red | Green |
| PROJECT WED | Green | Green | Green | Green | Green | Green | Green |

THANKS!

Any questions?

You can contact
Programme office at:
pro_office@mytritek.co.uk



TRITEK WORK EXPERIENCE ROADMAP

1
PRACRTICAL TRAINING
Project Management AND
Business Analysis

3
ASSIGN TO PROJECT
TEAM(S)

5
GET ASSINED A MENTOR
AND A CV REVIEW.
(OR PURCHASE CV
WRITING SERVICE)

1

3

5

2

4

6

2
WORK EXPERIENCE
COMMENCES

4
ASSIGN TO PROJECTS
(2 MAXIMUM)

6
GET YOUR SUCCESS
STORY!!

The Jira Software logo, which is a blue diamond shape with a white square in the center, rotated 45 degrees.

Jira Software

WHAT IS JIRA

JIRA is a tool developed by Australian Company Atlassian. This software is used for **bug tracking**, **issue tracking**, and **project management**. The basic use of this tool is to track issue and bugs related to your software and [Mobile](#) apps.

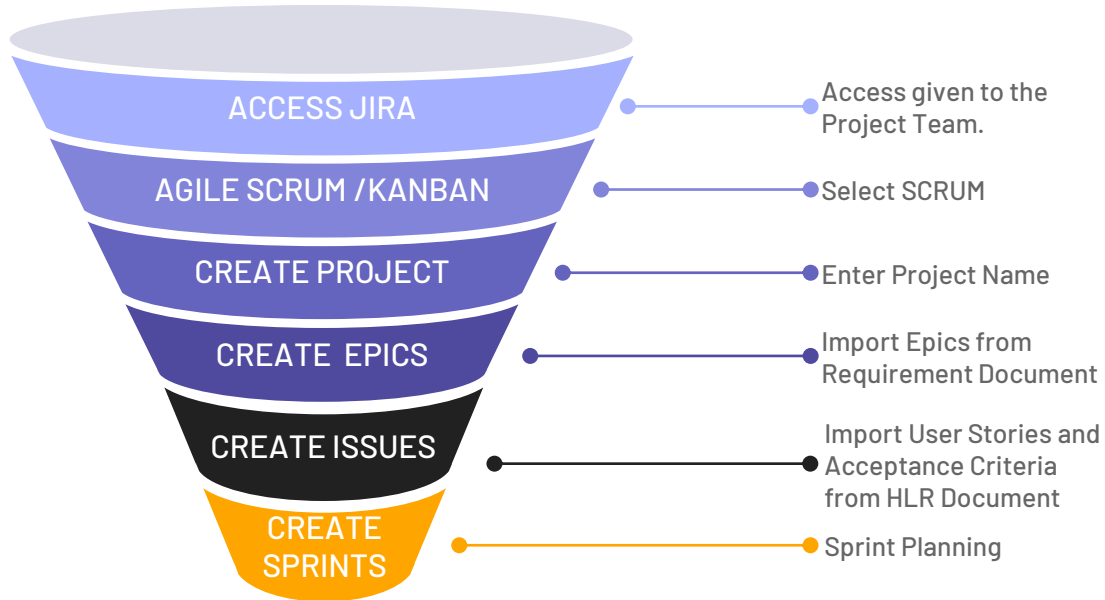
It is also used for project management. The JIRA dashboard consists of many useful functions and features which make handling of issues easy.

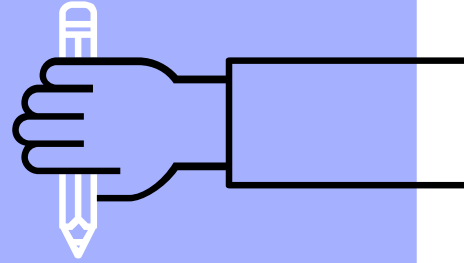


What is JIRA Used For?



Basics Of JIRA





THANK YOU

