PROJECT REPORTING

Purpose

The purpose of this tool is to ensure that the company's projects are uniformly reported. The tool provides management with an overview of relevant focus areas and ensures progress in the company's supply chain innovation projects.

Participant(s)

Project managers, supply chain management and top management.

Application

This tool should be used continuously and at regular intervals of for example 7 or 14 days; in any case, no more than one month should pass between reports.

Method

This is a reporting tool for the project's steering committee, project team and stakeholders. Such a report is also called progress report, and the status can, for example, be presented by smileys or colors.

Example of illustration of project status

☹ ⟨ Delay

😐 ⟨ Alert

🙂 ⟨ On target

In the following, examples of elements in a project report are listed. The list should not be seen as exhaustive, but should be read as an inspiration.

1. **Progress on the project parameters**
   - Project in relation to the plan (delivery compliance)
   - Resource allocation
   - Quality of deliveries
   - Risks
   - Economy
2. **General description of the project status**
   - What has happened since the previous report
   - Things that require special attention / management focus
3. **Milestones**
   - Which milestones have been achieved?
   - Which milestones have not been reached, and what is being done?
4. **Economy**
   - Budget?
   - If the budget has been exceeded, which measures will be taken?

It is essential that deviations, for example in relation to budget and milestones, are explained and justified to enable the steering committee and management to use the information in the decision making.

Benefits

This tool provides an overview of the status of the company's supply chain projects and thus input to the prioritization of resources. At the same time it ensures management focus and resource allocation.

Output

The output is an overview of the actual status of the company's supply chain innovation projects.