

Project X Weekly Status Call - Minutes

Date 29/01/2016

PwC Attendees

Client Attendees

Workstream	Key updates	Log
.....	
.....	

Highlight Report Template Guidelines

Purpose	The highlight report is a management product which summarises the
Who is responsible for completing the	Project Manager
Who is the intended audience	Primarily the Project Boards & Programme Managers but could also include other stakeholders' e.g. Functional PMO's ; Regional PMO's etc.

Project detail

Field Reference	Input	Source	Comments
Project Name	Manual		Remains static
Project Executive	Manual		Could change during the course of a
Project Manager	Manual		Could change during the course of a
Function	Select		Which function owns this project
Project Level	Select		Global, Regional, Area, End Market
Region	Select		If the project is regional then select region
Project Stage	Select		Concept, HL Planning, Detailed Planning,
Dates	Manual		Validation and error handling for dates not entered correctly.
- Report Period End date	Select		The selected reporting end date should be the last day of the month, even if reporting
Tolerances	Manual	PID	As agreed between the Project Board and Project Manager and defined in the approved PID. (See Tolerances Table tab Costs & Benefits are entered as Schedule entered as days

Rag status

Field Reference	Input	Source	Comments
RAG Status	Select		Select from drop down Refer to RAG Definitions sheet for additional guidance. Note, the overall RAG status should be manually entered by

Executive summary

Field Reference	Input	Source	Comments
Executive Summary	Manual		Project Managers summary of the overall status of the project. Commentary should link to the overall RAG dashboard status, <i>Please note that this is not the projects</i>

Achievements

Field Reference	Input	Source	Comments
Achievements this Planned	Manual		Describe briefly major achievements
Achievements for	Manual		Describe briefly planned achievement for the next reporting period.

Major risks & issues

List top risks & issues (maximum of 6 entries) with high impact and probability within the proximity of the reporting period

Field Reference	Input	Source	Comments
R/I	Manual*	Client Risks / Issues Register	Identifies whether it is a risk or issue
Ref #	Manual*	Client Risks / Issues Register	Risk / Issue reference as identified in the project registers
Description & Impact	Manual*	Client Risks / Issues Register	Text box with limited number of characters
Mitigation / Action	Manual*	Client Risks / Issues Register	Text box with limited number of characters who is responsible for ensuring actions are completed.
Owner	Manual*	Client Risks / Issues Register	dd/mm/yy format
Resolution Date	Manual*	Client Risks / Issues Register	Does it need to be escalated ? Select from drop down box
Esc	Manual*	Client Risks / Issues Register	Who will the risk/issue be escalated to ?
Escalate to?	Manual*	Client Risks / Issues Register	Select from drop down box
RAG	Manual*	Client Risks / Issues Register	What is the overall RAG status of the mitigating actions assigned to the risk?

* This is a copy and paste directly from the Client Risk / Issue Logs Templatesreference

COSTS

Field Reference	Input	Source	Comments
<i>YTD Baseline Costs</i>	Manual	Costs Tracking Template	This is the total to date, i.e. up to the current reporting month of planned baseline costs / expenditure (latest
<i>YTD Actuals</i>	Manual	Costs Tracking Template	These are the confirmed purchase orders and the actuals in the SAP system as well as any other costs that the PM is aware of which have not yet been entered into the SAP systems e.g. travel expenses;
<i>YTD Variance %</i>	Auto Calc	n/a	Difference between the YTD Baseline The RAG status is automatically updated from the tolerances entered (refer to
<i>Approved to Spend (ATS)</i>	Manual	Costs Tracking Template	This is the amount of budget approved to be spent during a specific stage of a project. This approval is granted by the
<i>ATS Latest Estimate</i>	Manual	Costs Tracking Template	This is the amount of "Approved to Spend" budget that has actually been spent, plus
<i>ATS Variance %</i>	Auto Calc	n/a	Difference between the Approved To Spend and Estimated Spend (actuals + forecast) as a %. The RAG status is as follows: Green
<i>FY Baseline Costs</i>	Manual	Costs Tracking Template	This is the approved project cost as per
<i>FY Latest Estimate</i>	Manual	Costs Tracking Template	This is the latest estimated forecast spend
<i>FY Variance</i>	Auto Calc	n/a	Difference between the FY Baseline Costs
<i>FY Variance %</i>	Auto Calc	n/a	Difference between the FY Baseline Costs The RAG status is automatically updated from the tolerances set (refer to columns

BENEFITS

Tangible P&L Benefits - Financial P&L benefits are reported in the Highlight Report Template

Field Reference	Input	Source	Comments
------------------------	--------------	---------------	-----------------

YTD Baseline Benefits	Manual	Benefits Tracking Template	This is the total to date, i.e. up to the current reporting month of planned baseline benefit realisation (latest
YTD Realised	Manual	Benefits Tracking Template	Total benefit realised to date for the current year i.e. up to the current reporting
YTD Variance %	Auto Calc	n/a	Difference between the YTD Baseline Benefits and YTD Latest Estimate as a %. The RAG status is automatically updated from the tolerances set (refer to columns
FY Baseline Benefits	Manual	Benefits Tracking Template	This is the approved project benefit baseline as per the signed-off PID per
FY Latest Estimate	Manual	Benefits Tracking	This is the latest estimated forecast benefit
FY Variance	Auto Calc	n/a	Difference between the FY Baseline
FY Variance %	Auto Calc	n/a	Difference between the FY Baseline The RAG status is automatically updated from the tolerances set (refer to columns

Intangible Benefits - All project not delivery a tangible benefit should list their intangible benefits

Field Reference	Input	Source	Comments
List of Intangible Benefits	Manual	Business Case / PID	Key indicators of intangible benefits should be listed in this section. Specify input & output (lead/lag) indicators to measure
Baseline Delivery	Manual	Business Case / PID	An enabling benefit is planned to deliver its enablement or when an intangible benefit is planned to materialise, i.e. key indicators
Forecast/ Actual VAR Finish (Days)	Manual Auto Calc	Business Case /	The latest forecast finish date, if in the past Difference between baseline finish and

SCHEDULE SUMMARY

This is a list of your project's KEY products and/or KEY milestones and NOT a complete extract from MS Project showing all activities. These are the progress markers in your plan and used as a highlight snapshot for management to validate the progress of the project. The list of products/milestones should be detailed for the current year, and high level for the remaining years - MAXIMUM 20

Field Reference	Input	Source	Comments
P'Folio Impact?	Select	Drop down list	Do the key products / milestones have an impact on the overall programme / portfolio
Baseline Start	Manual	Project Plan	The baselined start date for the activities to produce specified key product
Forecast Start	Manual	Project Plan	The latest forecast start date, if in the past the actual start date
Baseline Finish	Manual	Project Plan	The baselined finish date or a product or achievement of a mile stone
Forecast Finish	Manual	Project Plan	The latest forecast finish date, if in the past the actual finish date
VAR Finish (Days)	Auto Calc		Difference between baseline finish and forecast/actual finish in days

Baseline Dates should only change if the project has an approved change request

COMMENTARY

Commentary boxes Manual

Linked to RAG status and any other
remarks the PM would like to make

RAG Status Definitions

Risks / Issues Status - Reports against the project risks and issues that threaten the project.

- R** High risk that project objectives and benefits will not be achieved / delivery under serious threat
 - A** Medium risk that objectives & benefits will not be achieved / delivery under threat with actions
 - G** Low risk that project objectives and benefits will not be achieved. All risks & issues clearly defined
-

Costs Status - Reports status of project costs compared to budget approved.

- R** Project forecasts to exceed tolerance
 - A** Project is off baseline, but within tolerance
 - G** Project forecasts no change to baseline
-

Benefits Status - Reports status of project benefits ([CURRENCY]) compared to the business case.

- R** Project forecasts to exceed tolerance
 - A** Project is off baseline, but within tolerance
 - G** Project forecasts no change to baseline
-

Schedule Status - Reports against the project milestones in the project plan and the products completed.

- R** Project forecasts to exceed schedule tolerance
 - A** Project is off baseline, but within tolerance
 - G** Project forecasts no change to tolerance
-

Overall Status - Describes to the Stakeholders the general status and health of the project. Note Overall RAG status

- R** The Project Manager would like to highlight serious concerns with the project which threaten delivery
 - A** The Project Manager would like to highlight problems within the project. But at this stage these are not serious
 - G** The Project Manager would like to report that the project is in good shape and on track to deliver
-

at, with actions to address either unagreed or unknown.

to address **agreed** but timescales to achieve mitigation under threat
ined & under control

us should be manually selected.

the realisation of planned benefits or strategic objectives.

ie do not threaten the realisation of all benefits or strategic objectives.

iver fully.
