Bi-Weekly Status Report Finance: Field Definitions

**Bi-Weekly Status Report Finance**

The purpose of the Bi-Weekly Status Report (the Status Report) is to track the progress of work teams in meeting the completion dates for assigned tasks identified in the MS Project FIS 8.4 Upgrade Project Plan (the Project Plan). The Status Report also provides summaries of important topics used to assess the status of the implementation. The following definitions are provided to facilitate the completion of the Status Report.

**Project Team**

Identify the name of the project work team for which the Status Report is being prepared. Financials work teams are:

- Accounts Payable
- Purchasing
- General Ledger/Budget
- Accounts Receivable/Billing
- Asset Management
- End-User Reports
- Integration
- Technical
- Training
- COA/CSIP/Management Reporting

**Date**

Indicate the date the Status Report is prepared.

**Team Leader**

Identify the name of the Team Leader. Status Reports are the responsibility of the respective Team Leader. Preparation may be delegated to other team members, but the Team Leader must present the Status Report to the Financials Project Manager at the Bi-weekly Financials Project Leaders meetings. Designated Team Leaders are:

- Accounts Payable: Lauri Reilly
- Purchasing: Charles Hughes
- General Ledger/Budget: Shawn McCown
- Accounts Rec./Billing: Aubrey Freeman
- Asset Management: Kristina Randig
- End-User Reports: Christine Welch
- Integration: Shawn McCown
- Technical: Christine Welch
- Training: Kristina Randig
- COA/CSIP/Mgmt.Rpt: Maria D’Aloisio

**Week Of**

Indicate the date corresponding to Monday of the week for which the Status Report is prepared: For example, the status report for the week of February 24, 2003 through March 7, 2003 would be represented as the “Week Of” Feb 24, 2003.
**Weeks Activities**

Provide a listing of the weeks activities in bulleted form. Every detail is not required. The listing should highlight the major activities of the work team for the week.

**Activities Planned for Next Weeks**

In a similar fashion as the preceding section, include a listing of the major activities planned for the next work weeks.

**Decisions Made**

Provide a bulleted listing of all important decisions made by the work team. Each item listed should indicate:

- What the decision is,
- Why the decision was made, and
- A reference to more detailed project documentation

Topics may include:

- System Configuration
- Business Process Changes
- Functionality
- Modification Requests
- Scope Issues
- Etc…

**Issues/Action Items**

List, by reference number, all Issues/Actions logged during the week. Provide a brief description of the Issue/Action item.

**Long Term Outlook**

Provide the work team’s assessment of long-term outlook for the completion of project tasks on time and the successful implementation of functionality as of the scheduled Go Live date.

**Task ID Status Listing**

*(The Project Director is working on a report which will list all current open tasks. The report would list only the Task ID, all other status information will still need to be provided by the work team.)*

**Task ID**

List all tasks that have or should have started as of the week being reporting on. This list is intended to be cumulative. Once a task appears on the listing it should remain there until after it has been reported as 100% complete. Do not remove the task from the listing until the week following the report of 100% completion.

**Percent Complete**

Indicate the stage of completion for each task in the form of a percentage. Use the best judgement of the team in estimating the percent complete.

**Planned Completion Date**

Indicate the date to be completed as provided in the Project Plan.
**Expected Completion Date**
Indicate the date the work team anticipates completing the task. Use the best judgement of the team in estimating as accurate an estimate as possible.

**Actual Completion Date**
Indicate the date when the task reached 100% completion status.

**Explanation**
Use this field to document reasons for tasks that are behind schedule and actions planned or taken to bring current.