

Project Report



My first project

18022014 / ID.b

Reporting date: 24.10.18

By: Gertjan Rooijakkers

Executive Summary

Lead Liste

Status: ongoing

Project Director: Beverly Garcia

Phone: bgarcia@yourcompany.com, 0679234567

Project Manager: Willie Scott

Phone: 067981234, wscott@yourcompany.com

Client 1: Jeremy McKinney

Phone: 0123456789, jeremy@acme.com

Client 2: Erin Miles

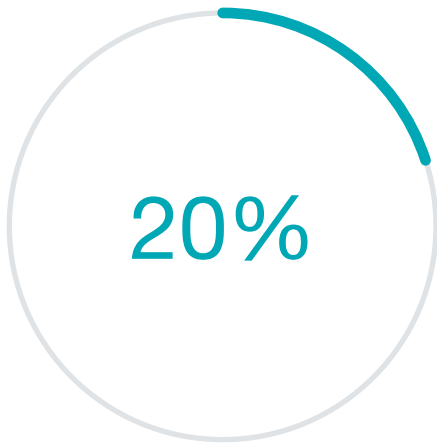
Phone: erin@acme.com, 0123456789

Project start date: 31.05.17

Project end date: 29.11.18

Elapsed: 511/547 days

BUDGET SPENT



TIME ELAPSED



Milestones: Total - 7, Completed - 7, Upcoming - 0, Overdue - 0

Project Budget: 950.000 EUR	Allocated: 819.650 EUR	Spent: 187.531,25 EUR
Fees:	Allocated: 336.900 EUR	Spent: 120.111,25 EUR
Incidentals:	Allocated: 482.750 EUR	Spent: 67.420 EUR

Project health: 76%



Project People: 6



- Key Expert - 3
- Non-key Expert - 1
- Admin - 2

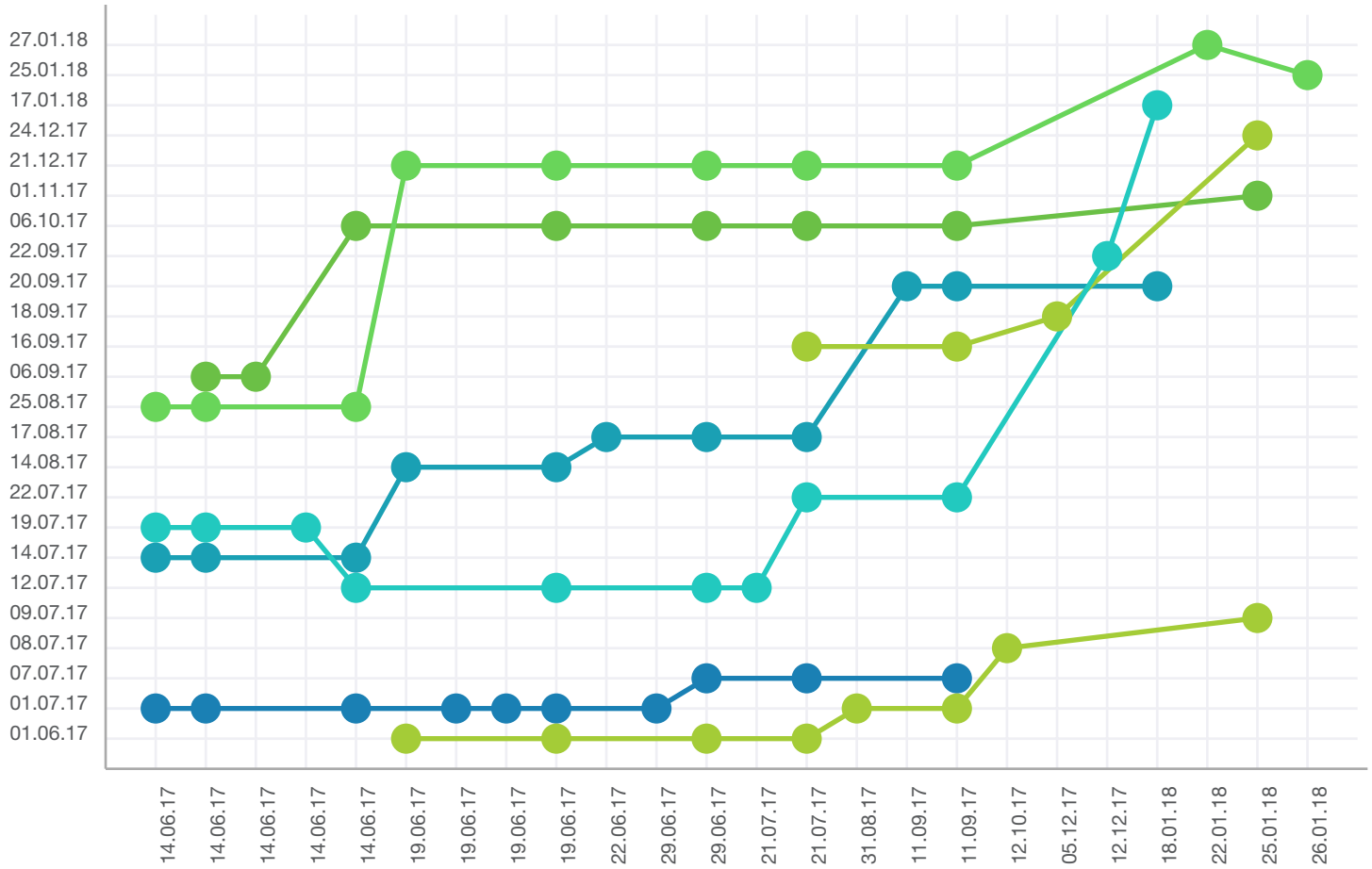
Project Brief

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Milestones

MILESTONE TREND



● Project specifications

Planned due date: 01.07.17

COMPLETED: 25.01.18

Status: Completed

● Project kick-off

Planned due date: 01.06.17

COMPLETED: 25.01.18

Linked to: Lorem ipsum

Comment: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque rutrum dictum neque, nec blandit risus posuere non. Curabitur et laoreet metus. Pellentesque ornare velit ut orci commodo, sagittis pharetra tortor faucibus. Maecenas ut velit nisi. Sed vel semper eros, a rutrum elit. Duis sagittis tincidunt sem vel condimentum. Aenean at lorem porttitor, sodales quam placerat, malesuada libero. Nam accumsan eu mauris eu egestas. In ut euismod odio. Pellentesque gravida

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Status: Completed

Technical interpretation

Planned due date: 14.07.17

COMPLETED: 24.01.18

Status: Completed

Comments from nodes:

22.06.17 Guggenheim

Draft final report

Planned due date: 06.09.17

COMPLETED: 25.01.18

Linked to: Interim payment no. 7

Comment: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque rutrum dictum neque, nec blandit risus posuere non. Curabitur et laoreet metus. Pellentesque ornare velit ut orci commodo, sagittis pharetra tortor faucibus. Maecenas ut velit nisi. Sed vel semper eros, a rutrum elit. Duis sagittis tincidunt sem vel condimentum. Aenean at lorem porttitor, sodales quam placerat, malesuada libero. Nam accumsan eu mauris eu egestas. In ut euismod odio. Pellentesque gravida egestas purus, sit amet tempor velit dignissim non. Aenean eu arcu neque. Curabitur varius nisl ut pretium mattis. Sed blandit interdum libero sed scelerisque. Nam ac erat tempus, porttitor erat mollis, efficitur arcu. Proin risus dolor, facilisis sed accumsan aliquet, dapibus ac massa. Aliquam laoreet elementum lorem.

Status: Completed

Comments from nodes:

14.06.17 Due to external events, client extended the submission for draft final report by 4 weeks. Ref. to letter ABC#1234

Project complete

Planned due date: 16.09.17

COMPLETED: 25.01.18

Status: Completed

Comments from nodes:

05.12.17 Hey

Progress report

Planned due date: 19.07.17

COMPLETED: 25.01.18

Status: Completed

Comments from nodes:

14.06.17 For internal coordination reasons, progress report is required 1 week early.

 **Prototype**

Planned due date: 25.08.17

COMPLETED: 26.01.18

Status: Completed

Comments from nodes:

22.01.18 Test in flight mode

People

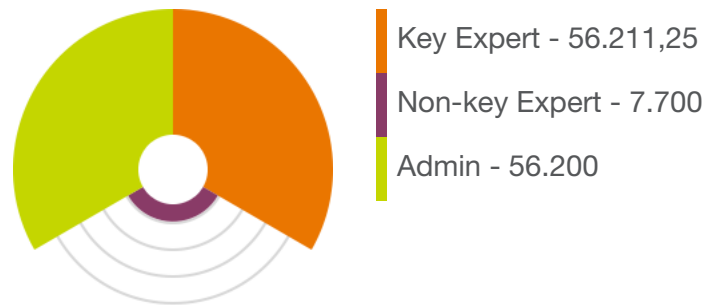
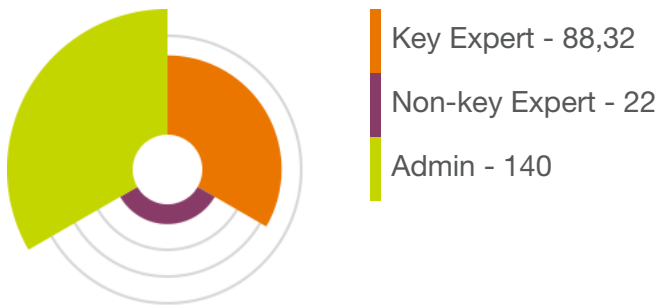
Overview by position

Reporting period: Total (31. May 2017 - 24. Oct 2018)

POSITION	NUMBER	INPUT DAYS	TOTAL (EUR)	UTILISED IN PERIOD (DAYS)	UTILISED IN TOTAL (DAYS)	UTILISED IN PERIOD (EUR)	UTILISED IN TOTAL (EUR)
Key Expert	3	350	224.000	88,32	88,32	56.211,25	56.211,25
Non-key Expert	1	90	31.500	22	22	7.700	7.700
Admin	2	230	81.400	140	140	56.200	56.200
Others	0	0	0	0	0	0	0
TOTALS	6	670	336.900	250,32	250,32	120.111,25	120.111,25

TOTAL TIME: 250,32

TOTAL COSTS: 120.111,25



Overview by grade

Reporting period: Total (31. May 2017 - 24. Oct 2018)

GRADE	NUMBER	INPUT DAYS	TOTAL (EUR)	UTILISED IN PERIOD (DAYS)	UTILISED IN TOTAL (DAYS)	UTILISED IN PERIOD (EUR)	UTILISED IN TOTAL (EUR)
Admin	2	230	81.400	140	140	56.200	56.200
Architect	2	190	86.500	52	52	24.200	24.200
Designer	0	0	0	0	0	0	0
Engineer	2	250	169.000	58,33	58,33	39.711,25	39.711,25
Programmer	0	0	0	0	0	0	0
TOTALS	6	670	336.900	250,32	250,32	120.111,25	120.111,25

Timesheets

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Timesheets Overview

Reporting period: Total (31. May 2017 - 24. Oct 2018)

NAME	POSITION	ROLE	UTILISED IN PERIOD (DAYS)	UTILISED IN TOTAL (DAYS)
Carol Shaw	Key Expert	Network designer	30	30
Elena Duncan	Key Expert	Project Engineer	22,33	22,33
Freddie Wells	Admin	Accountant	100	100
Hubert Newtons	Non-key Expert	Draughter	22	22
Mattie Buchanan	Admin	Back-office support	40	40
Willie Scott	Key Expert	Project Manager	36	36

Incidentals

Incidentals Overview

TITLE	BUDGET	SPENT
100 // Admin and miscellaneous	52.500 EUR	3.000 EUR
200 // Travel and per-diem	119.250 EUR	3.320 EUR
300 // Contractual and consultant services	120.000 EUR	38.000 EUR
400 // Production	175.000 EUR	17.500 EUR
500 // Equipment and supplies	16.000 EUR	5.600 EUR
TOTALS	482.750 EUR	67.420 EUR

Incidentals Details

TITLE	BUDGET	SPENT
100 // Admin and miscellaneous	52.500 EUR	3.000 EUR
0100 - Office rent	25.000 EUR	0 EUR
0101 - Rent June 2017	0 EUR	3.500 EUR
0200 - Consumables	1.500 EUR	0 EUR
0300 - Communication	9.000 EUR	0 EUR
0301 - Internet, phone June 2017	0 EUR	150 EUR
0400 - Training	17.000 EUR	0 EUR
Cross billing	0 EUR	-650 EUR
200 // Travel and per-diem	119.250 EUR	3.320 EUR
0100 - International flights (20 @ 2,300)	46.000 EUR	0 EUR
0101 - Flight LHR - NYC W Scott	0 EUR	2.750 EUR
0200 - Domestic flights (15 @ 450)	6.750 EUR	0 EUR
0300 - Accommodation (350 @ 190)	66.500 EUR	0 EUR
0301 - W Scott / NYC 3 nights	0 EUR	570 EUR
300 // Contractual and consultant services	120.000 EUR	38.000 EUR
0100 - Lock Stock & Barrel Attorneys	120.000 EUR	0 EUR
0101 - LSBA Invoice 1	0 EUR	37.500 EUR
Lead Liste	0 EUR	500 EUR
400 // Production	175.000 EUR	17.500 EUR

TITLE	BUDGET	SPENT
0100 - ACME Manufacturing	175.000 EUR	0 EUR
0101 - Advance payment (10%)	0 EUR	17.500 EUR
500 // Equipment and supplies	16.000 EUR	5.600 EUR
0100 - Computers and printers	16.000 EUR	0 EUR
0101 - Apple Store	0 EUR	5.600 EUR
2000 - budget relocation from Freddie	0 EUR	0 EUR
TOTALS	482.750 EUR	67.420 EUR

Issues

Dgfgf

Unclear goals

Status: OPEN

ID 9743-65-96

Date captured: 14.06.17

Author: Marco Angermeier

Description:

The goals as articulated by client are too vague.

Files:

WB9-BIH-ENV 03	89%	1 Mar 2014	27 Mar 2017	1,25€
WB6-BIH-TRA 15	92%	1 Aug 2014	31 May 2016	120,€
WB6-BIH-ENE 07	94%	1 Mar 2014	13 Feb 2015	1,00€
WB14-BIH-SOC 01	94%	1 Mar 2016	30 Jun 2017	347,€

Comments:

Marco Angermeier on 23. Aug 2018 at 14:42
Fgdfgdfg

Marco Angermeier on 5. Dec 2017 at 14:32
Test entry admin

Marco Angermeier on 22. Jun 2017 at 09:14
Hvhgghb

Marco Angermeier on 14. Jun 2017 at 12:37
Lorem ipsum dolor sit amet

Marco Angermeier on 14. Jun 2017 at 12:36
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Issue #1

Status: OPEN

ID 9743-68-08

Date captured: 14.06.17

Author: Marco Angermeier

Files:

Comments:

Marco Angermeier on 25. Jan 2018 at 08:01

Test

Marco Angermeier on 25. Jan 2018 at 07:56

Loren ipsum

Marco Angermeier on 31. Aug 2017 at 10:38

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Decisions

Test

ID 0779-19-26

Date captured: 12.10.17

Author: Marco Angermeier

Notes

Test

ID 0779-19-49

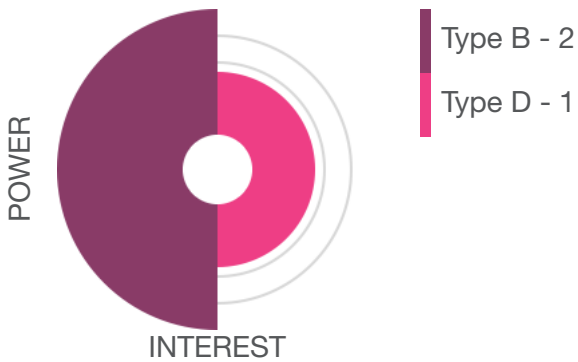
Date captured: 12.10.17

Author: Marco Angermeier

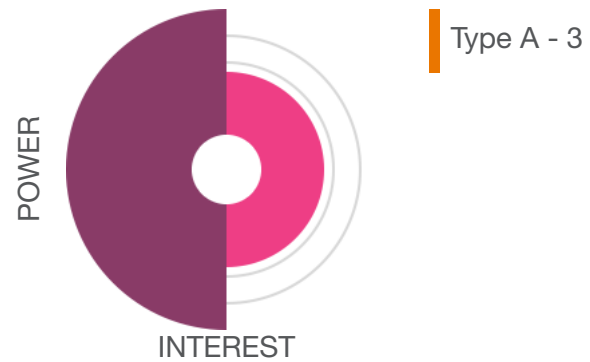
Stakeholders

Overview

CURRENT PROFILE



DESIRED PROFILE



Type A: High level of power and a high level of interest

Type B: High level of power but a low level of interest

Type C: Low level of power but a high level of interest

Type D: Low level of power and a low level of interest

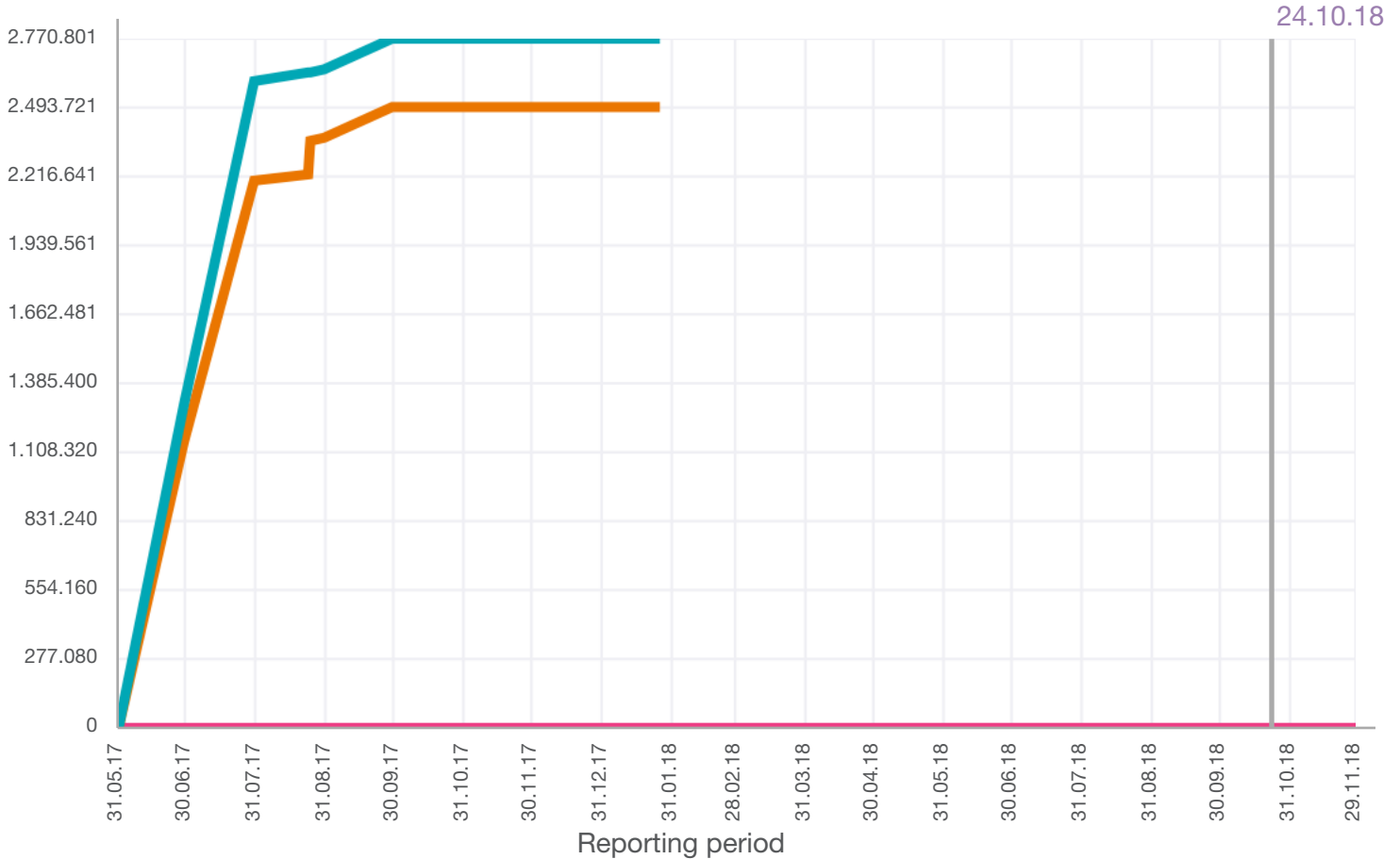
STAKEHOLDER	CURRENT PROFILE	DESIRED PROFILE	ORGANIZATION	POSITION
Institute For Approvals	Type B	Type A	University	Certifying body
Jo Cohen	Type B	Type A	ACME	CEO / Project sponsor
Peter Peters	Type D	Type A	Competitor Company	Owner

Earned Value Analysis

Status date: 24.10.18

CPI:1.11	SPI:0.00
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Value, EUR



Planned Value (PV) ■ Earned Value (EV) ■ Actual Cost (AC) ■

Budget at completion (BAC): 0 EUR

Estimate to complete (ETC): -2.495.801 EUR

Cumulated PV at status date: 0 EUR

Variance at completion (VAC): 0 EUR

Cumulated EV at status date: 2.770.801 EUR

Completed planned: 0%

Cumulated AC at status date: 2.495.801 EUR

Completed actual: 0%

Cost variance (CV): 275.000 EUR

Estimated time to complete (ETTC): 0

Schedule variance (SV): 2.770.801 EUR

To complete performance index (TCPI): 0.00

Estimate at completion (EAC): 0 EUR

Health

Project health: 76%



1. Scope Management 70%
2. Time Management 80%
3. Cost Management 65%
4. Quality Management 80%
5. People (HR) Management 85%
6. Communication Management 80%
7. Risk Management 60%
8. Procurement Management 80%
9. Project Management 70%
10. General 90%