Top Project Management Report Templates

Team FME

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Helen Bristoll
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Introduction

The role of a project manager has become more complex and the breadth of skills an individual must have to succeed has expanded considerably. You can no longer just be a subject expert you must have a working knowledge of key management skills.

Being able to adapt generic templates to suit the needs of your specific project is an essential part of any project managers '*tool kit*'. These templates offer you the following benefits:

- Save you time because you are not starting with a blank sheet. This ensures that you are productive and efficient.

- Easy to modify and adapt to suit the exact needs of your project.

- Provide a simple checking mechanism when writing the functional area management plans for your project. This ensures that you don't forget anything vital.

Project managers must have excellent written and verbal communications so they can express themselves competently when discussing:

- Financial principles and statements

- Strategy and planning

- Project Management

- Leadership and productivity

- Sales and marketing

Being able to express your decisions and requirements in the language of each discipline above has become a basic requirement of any manager.

Knowledge in the form of market intelligence is the life-blood of organizations and managers are constantly asked to supply such data to aid in the analysis of the internal capabilities of an organization.

Finance	Strategy
Leadership	Productivity
Coaching & Appraisals	Communication
Meetings	Sales & Marketing
People	Thinking
Project Management	

Our FREE management resources will help you acquire the level of such skills needed to perform your role effectively.

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Top Project Management Report Templates

The following templates are the most popular downloads requested on our website and each one will help you to perform your role more efficiently.

Cost Report	Milestone Report
PIR Report	Project Status Report

Work Breakdown Structure (WBS) Report

You no longer have to create your own template or wonder if you've thought of everything you need to do to perform a task the knowledge you need is at your fingertips.

1. Cost Report
2. Milestone Report
3. Post Implementation Review (PIR) Report
4. Project Status Report
5. Work Breakdown Structure (WBS) Report

Before each template there is a description of how it will aid your performance and some background information to clarify its purpose if you are using it for the first time.

Cost Report Template

This Cost Report template enables you to monitor and control the costings of your project. It has been designed so that the necessary and essential data is quickly visible to anyone receiving a copy of this report.

This is a vital area that any project manger must maintain a tight control on for the duration of the project. Many completed projects fail to meet their objective because the financial management and reporting was weak and the expected budget was vastly under funded for the actual spend.

The three key phases to good financial management during any project are first estimating project costs, then defining the budget and finally controlling project costs. A key aspect of developing the project's scope document will be the estimation of costs associated with each work package as defined in the work breakdown structure (WBS) document.

Project Cost Management requires

- Good Estimation & forecasting of costs
- Gain Budget approval
- Montior & Control of actual project costs
- Use of Experts as needed

From these cost estimates you will have produced you baseline cost, which forms the budget of your project. A vital skill of any project manager is ensuring that the costs incurred during the project match that of the baseline used to arrive at and finalize a figure for the project budget.

Part of the project communications plan will be defining exactly what financial information you require from various members of the project

team so that you are kept aware of how actual costs match those budgeted. For many project mangers this may be a skill base that they need to develop so that they are familiar with financial terminology and budgeting tasks.

To help you understand what is involved in the monitoring and managing of the financial aspects of a project we have designed a free cost report template. Each WBS item is identified by its unique id and description as well as the project phase it is attached to. The columns to the right of this data give you the budgeted figure and then show what has actually been spent so far. Before showing the total spend for each WBS item you will show a forecasted expenditure connected to it.

This report template will show you how to monitor and control the costs associated with your project. It has been presented so that the necessary and essential data is quickly visible to anyone receiving a copy of this report. It also allows for easy identification of areas where costs have risen beyond what was planned and expected reflecting in the status assigned to this WBS item. Finally you can provide an explanation for any variance in costs so that anyone receiving this report can have an appreciation as to why this has happened.

Download your own copy of the [Cost Report](#) template.

Milestone Report Template

This [Milestone Report](#) template provides you with an outlined design that you can use to show all interested parties how your project is progressing. You will quickly and easily identify which work packages within your project are areas that need addressing and how urgently this action is required, and where your project is developing smoothly.

Regular reporting on how milestones are being achieved is an essential part of any project. The frequency and circulation of such reports will be detailed within your project's communications plan. This ensures that the correct individuals are key abreast of how well the project is progressing in accordance with the project plan.

This includes describing the frequency, nature and content of the reports you expect from the project team members that will form the basis of your milestone report. The may mean that any service levels you agree with third party suppliers and contractors will have detailed reporting requirements as an essential output.

Our free template for a milestone report provides you with a working document that could form the basis of your own specific report. Its role

within your project communications is to ensure that all necessary and interested parties are kept up to date on how your project is progressing. This report provides a broad picture of your project progression and is not designed to provide all the progress details on an individual WBS Id.

This overview report on the progress of your projects milestones provides you and the rest of the core project team with a quick and easy way to identify, which work packages are slipping from the approved schedule. The milestones are related to a phase within your project and each WBS Id is accompanied by a description of its deliverable so that any one reading the report has all the necessary information to hand when making decisions about those Id's that are off plan or schedule.

This will quickly highlight those deliverables that need addressing and provide an indication of how urgently action is required, and where, so that your project continues to develop according to plan.

Download your own copy of the [Milestone Report](#) template.

Post Implementation Review (PIR) Report Template

This Post Implementation Review Report template provides you with a guided structure for reviewing and capturing the resulting recommendations so that you can update the necessary processes for future use.

An important aspect of any project and its associated management is the way in which it is monitored and managed. There is a fundamental need for detailed and accurate reporting throughout the whole project life span. The project PIR (post implementation review) report plays a vital role in the management of project communications.

Through well-structured and planned PIR reports a project manger can ensure that the right people are kept appropriately informed and their expectations managed. Your reports need to record and communicate information suitable to the intended recipients. Informing everyone about every aspect and incident within a project would be unacceptable and is unnecessary.

Project Reporting is '*good*' when

The '*right*' information

Gets to the '*right*' Individual

At the '*right*' time

and that it reflects a person's

Level of responsibility

Level of Authority

Good reporting communicates the 'right' information to individuals according to their role, level of responsibility and authority within the project. Therefore it is important that you define clearly who needs to receive which report as outlined in your project communication plan. The PIR report can have wide ranging and significant implications for an organizations future project management and processes.

Our free project PIR report template provides you with a common format for this type of report and will ensure that you communicate all that was learnt from your project. It highlights how successful your project was in coming in at the planned end date and whether or not you kept to your agreed budget.
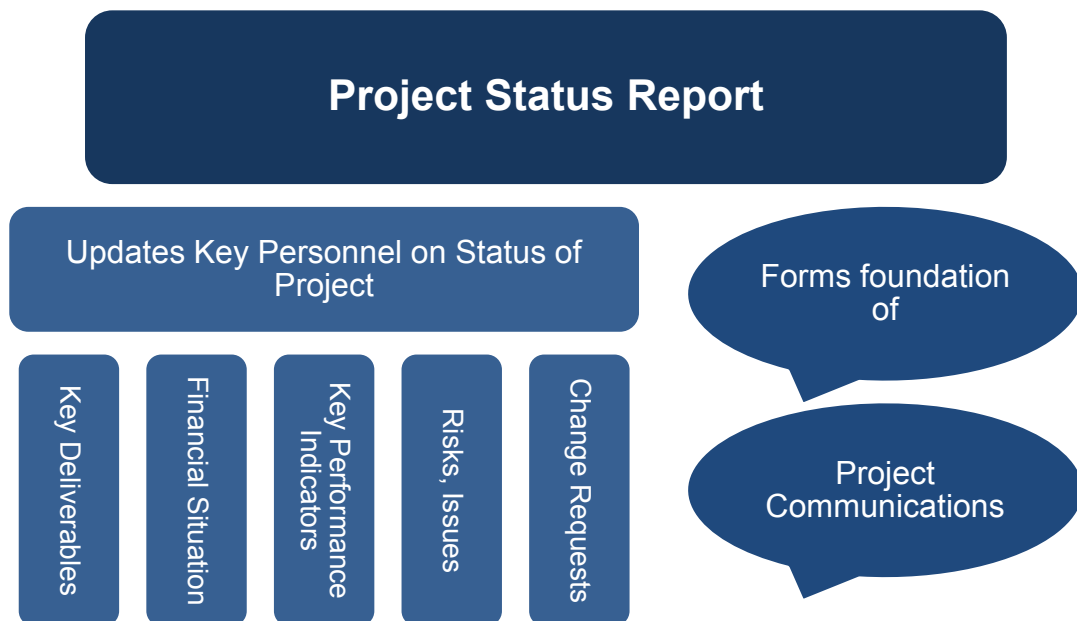
You can use the space provided to detail any issue(s) that arose in the different function areas of the project and describe what impact it had. You can then list any recommendations the review team have for future projects with regard to the procedures, policies and process management within the project or organization. The approved PIR report becomes an official record of the project.

Download your own copy of the Project Review Report template.

Project Status Report Template

This Project Status Report template provides you with a structured means to record all key data needed to communicate with all those connected with the project. The report needs to include the status of the projects key deliverables, a financial report and key performance indicators (KPI's), as well as updates on risks, issues and change requests.

This report will be one of the most significant and updated reports of the whole project. This will form the foundation of how you communicate and monitor the progress of your project within the project team and its third parties. As part of your communications plan you will have defined whom within the project team, which stakeholders and sponsors should receive copies of this report.

Project Status Report

Updates Key Personnel on Status of Project

- Key Deliverables
- Financial Situation
- Key Performance Indicators
- Risks, Issues
- Change Requests

Forms foundation of

Project Communications

It is an important aspect of the monitoring and managing processes and one of the key ways in which you manage the expectations of all those connected with your project and keep the informed of your projects progress.

As project manager you will also have provided detailed reporting criteria for each activity and work package 'owner' so that you have all the necessary inputs you require for this report in a timely and efficient manner. Avoid

falling into the trap of informing too many people about the project details, inappropriate communication will cause delays and hold-ups.

Our free template provides a comprehensive guide as to what items should be recorded and communicated within this important report. Each report will be headed by the project title, project manager, its sponsors name the period the report covers and a date.

Many senior members of the project team, its sponsor and stakeholders will be very attentive to the financial and KPI section of your project status report. They will also be attentive the details of any forecast expenditure that may have not been foreseen and then gives a grand total for each item showing whether you are on budget or over-spending.

The final section of your report records the status and any required actions in relation to the risks outlined in the risk management plan and any issues that have arisen during the project. An important area that this report also communicates within this final section is that of the management of requested changes and their stats.
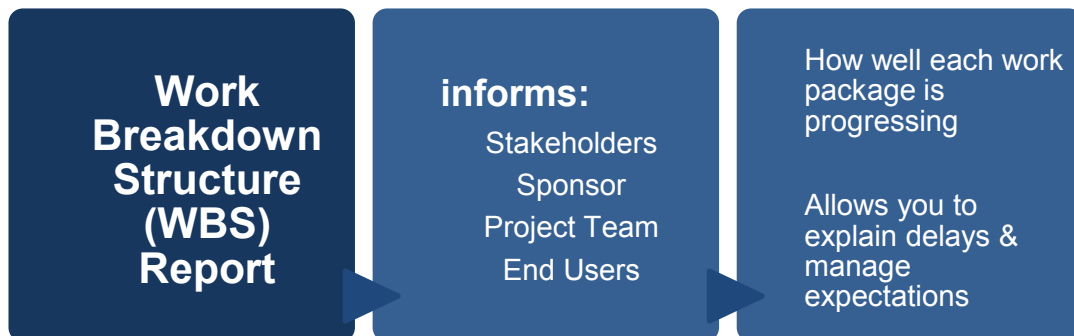
Download your own copy of the [Project Status Report](#) template.

WBS Report Template

This [Work Breakdown Structure (WBS) Report](#) template will help you to produce a detailed and thorough WBS report as part of the monitoring and management process for your project. It is a critical document for your project and as such you will need to provide regular reports and communications to your project team, stakeholders and sponsors.

The WBS report plays a key role in communicating the progress of your project to all interested parties and keeping these individuals and groups aware of the status of each aspect of your project. In this report each aspect is defined as each work package that has been created as part of your decomposition process during your initial project planning. It has a deliverable orientation because it focuses on the actual 'work levels or packages' that need to be produced and executed so that your project is successful.

Work Breakdown Structure (WBS) Report	**informs:** Stakeholders Sponsor Project Team End Users	How well each work package is progressing Allows you to explain delays & manage expectations

The WBS report may be the first communication stakeholders; the sponsor or end users receive that informs them certain areas (work packages) of the project are different to the schedule. It is key that you effectively manage their expectations by giving sufficient explanation of why things are behind schedule, or are ahead, so that you retain their support.

An essential part of this report is to follow this explanation up with the way in which the project team intends to bring delayed work packages back on track. These actions may also need to outline how the impact on following activities, as well as the inter-relationship with other deliverables, is being adjusted to reduce potential delays and keep the project to plan.

An essential supporting document to this report is the WBS (work breakdown structure) dictionary. Its purpose within a project is to ensure that confusion and misunderstandings are avoided. It achieves this by defining the exact scope of each work package and providing project definitions of any specialist term, industry jargon or acronyms that will be used throughout the project's lifecycle.
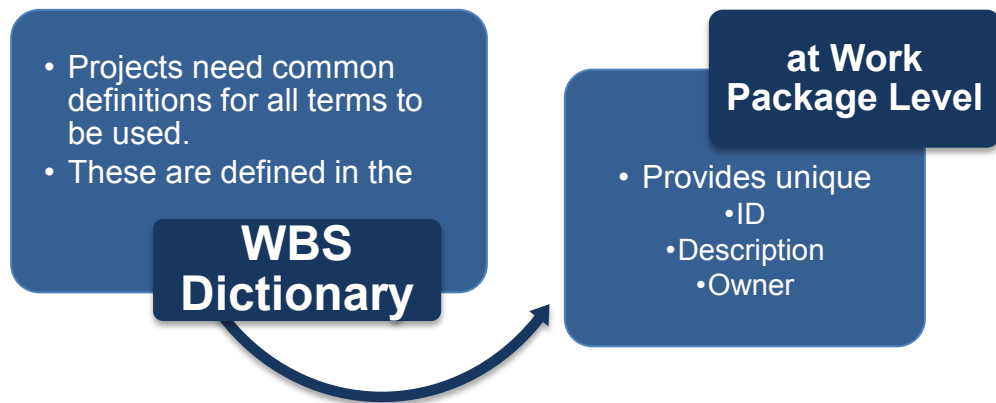
It also provides a detailed description of each work packages acceptance and quality criteria so that all involved known how to define when an item of project work is complete.

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- Finance

- Communications

- Strategy

- Project Management

- Coaching

- People

- Career Development

- Meeting

- Appraisal

- Sales

- Marketing

- Technology

- Thinking

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eBooks – Our free management eBooks cover everything from accounting principles to business strategy. Each one has been written to provide you with the practical skills you need to succeed as a management professional.

Templates – Most of the day-to-day management tasks you need to do have already been done by others many times in the past. Our management templates will save you from wasting your valuable time re-inventing the wheel.

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