**Project Reports**

To ensure the project is meeting the schedule and budget a communication plan has been createdto aid the project manager in monitoring the project. The following reports will be sent to the various stakeholders within the organization:

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| **Stakeholder** | **Reporting requirement** | **Report/Metric** | **Reason** |
| Sponsor or client | Weekly | Project summary, budget, earned value | * Overallcost that the project will incur. * Baseline schedule and budget along with the actualschedule and budget * Top-of-view project summary of the cost for all tasks in the project. * Top-level summary of the project at a given status date. It also includes key metrics that monitor the health of the project |
| Projectmanager | Every two days | Earned value, project summary, slipping tasks, critical tasks, milestone, current activities reports, over budget tasks and resources | * Aidsin making both operational and strategic decisions. * Shows work progress compared to the baseline plan. |
| Project team | Every two days or when a change in schedule occurs | “Who Does What When” and “To Do List” reports | * Shows day-to-day execution of the project to include who does what and when, what is assigned to a team member * In case of interdependent tasks, the team members can also see who performs preceding or succeeding tasks. |