# Project Status Report:

**Prepared for:** [Executive Director]
**cc:** [Physician Lead]

**Report Period:** biweekly

**Date Issued:** Feb 28, 2014

## Overall Project Performance

|  |  |  |
| --- | --- | --- |
| **Key Areas** | **Performance** | **Comment** |
| Scope | Green | On target |
| Quality | Green | On target |
| Schedule | Green | On target |
| Local Initiatives Budget | Yellow | At risk - contingency likely required |
| Budget (funds allocated for project management and coaching) | $  | 10,000 |
| Committed | $  | 8,462.50 |
| Actual (invoiced to date) | $  | 4,837.50 |
| Estimate to Complete | $  | 3,502.50 |
| Forecast at Completion | $  | 11,965.00 |
| Projected Variance | $  | (1,965.00) |

## Milestone Report

| **Status** | **Milestone / Deliverable** | **Target Finish Date** | **Actual Finish Date** | **% Complete** |
| --- | --- | --- | --- | --- |
|  | **Project Initiation** |  |  |  |
| Green | Updated Project Plan | Jan 24 | Jan 30 | 100% |
| Green | Participant Clinic EMR upgrade | Feb 5 | Feb 5 | 100% |
| Green  | Dashboard configuration/ training (Intrahealth) | Feb 12 | Feb 21 | 100% |
|  | **Project Execution:**  |  |  |  |
| Green | Activity Development (Coaching Approach, Results capture template)  | Feb 14 | Feb 13 | 100% |
|  Yellow | Coaching (initial review) 1-on-1 | Feb 21 | Expected March 4 | 75% |
| Green | Focus Group Activity | March 7 | Scheduled March 5 | 30% |
|   | Coaching (one PDSA cycle – 2nd review) 1-on-1 | March 14 |  | 0% |
|  | **Project Evaluation** |  |  |  |
|  | Analysis of Results | March 21 |  | 0% |
|  |  **Project Close Out** |  |  |  |
| Green  | Final Report | March 31 |  | 20% |
| *\*Green = on track for completion; Yellow = at risk of completion; Red = will be delayed* |

## Activities Completed this Period

| **Component** | **Activities** |
| --- | --- |
| 1. **Project Initiation**
 |  |
| 1. **Project Execution**
 | * Stakeholder engagement (Intraheatlh, PDC, participant physicians and MOAs)
* Project promotion and education
* Management of EMR Dashboard ‘runs’ between clinic and vendor
* Complete initial physician Coaching with three physicians
* Focus Group Activity Planning
* Draft evaluation approach
 |
| 1. **Project Close Out**
 |  |
| 1. **General**
 | * Regular meetings with physician lead
* KB Division meetings with staff (as needed)
 |

## Activities Planned for next Period

| **Component** | **Activities** |
| --- | --- |
| 1. **Project Initiation**
 |  |
| 1. **Project Execution**
 | * Stakeholder engagement
* Complete initial physician Coaching with one physician
* Finalize dates for physician Coaching (2nd review) 1-on-1
* Focus Group Activity
* Begin analyzing/evaluating results
 |
| 1. **Project Close Out**
 |  |
| 1. **General**
 | * Regular meetings with physician lead
* KB Division monthly PM meeting
* KB Division Board Retreat
* KB Division meetings with staff (as needed)
 |

## Issue Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue** | **Description** | **Date** | **Status** | **Result** |
| Budget | Unexpected participation by PM in additional Division activities are likely to put small project budget at risk of completing on target (e.g. participation in monthly PM meetings, Board Retreat) | Feb 28th  | Requires resolution – likely to use project contingency dollars |  |
|  |  |  |  |  |