# 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 |  |
|  |  |  |  |  |