

DOCUMENT NUMBER: SOP717

TITLE: Monthly Project Status Reporting

PURPOSE:

To describe requirements & process for providing monthly project status reporting against the [ARSLS Contractor] Integrated Master Schedule (IMS).

BACKGROUND:

The Project Controls Engineer (PCE) works with [the Contractor] Program Team members to develop a [Contractor] Integrated Master Schedule. Once the IMS is developed and approved, the PMs provide monthly project updates on schedule, percent complete, estimated cost at completion, estimated actuals, and variance analysis in order to provide monthly status for projects.

DETAILS:

To facilitate monthly reporting, The PCE provides a template drawn from the IMS. The template includes resource, cost, and schedule information by portfolio, location, project, phase, cost account, and resource.

Monthly reporting should start on the last Monday of each month and continue through the first Friday of each month. The data date for the monthly update is the last Friday of every month. See Appendices for current schedule. After the PM's update the project status, the PCE will translate this data into the IMS and distribute the data to the NSF in the form of a monthly report. Once this is complete, PMs are free to access and use the template again as needed. The monthly update is due 1 week after the last Friday of each month.

Estimated Actuals and Commitments Reporting

The template includes *funded* program plan budget detail (resource, budgeted quantity, resource rate) broken out by project and schedule phase. To complete estimated actuals reporting for a project, the PM's use their knowledge of the work done through the current update period to provide the *Total Estimated Actual Cost to Date*. To provide updates to the *Total Estimated Cost at Project Completion*, the PMs provide their best estimate of the total amount of resources needed to complete the project. Each month, this is adjusted as needed to accurately represent total cost at the end of the project. Commitments should be considered in developing estimated actuals to date and estimated actuals at project completion. This data comes from purchase orders and subcontracts that have been committed for the project as well as requisitions not yet committed.

If a recordable project change request has been approved through the change management process and falls within the data date for the current reporting period, the PCE will update the template to incorporate the changes.

Percent Complete/ Physical Progress/ Earned Value Reporting

The physical progress of each project phase should be assessed and provided in the form of a percent complete for the phase. Earned value is calculated based on the percent complete given for each phase of the project.

Earning Rules for Percent Complete assignment are as follows:

Planning/ Definitions Requirement: 50% or 100%; 50% when initial planning is started with PI, 100% when planning is complete.

Engineering: 30%, 60%, 90%, 100% completion assigned as packages are deployed. The percentage breakdown may change as needed depending on the contract and project specific requirements. PM will need to define earning rules for partial design packages.

Procurement: 50% or 100%; 50% when Requisitions are submitted, and 100% complete when the last purchase order/ subcontract is issued.

Delivery: 50% or 100%; 50% when delivery is started and 100% when delivery reaches its destination and is accepted.

Field Work/ Construction: Earning rules are based on work requirements. For Science projects, percent complete should be calculated based on duration, given that the PI's work completed is not tracked as part of this program. For Construction projects, percent complete is determined by PM based on physical work completed.

Closeout/ Outbrief: 50% or 100%; 50% when fieldwork ends and 100% when closeout/outbrief is completed.

Planned and Actual Dates Reporting

The template includes planned schedule data. The planned dates should be changed as needed based on individual project changes. The Actual dates should be updated as each phase or activity starts or finishes.

Variance/ Comments

The Variance/ Comments column allows PMs/planners to provide additional information that the other columns can't show. This could include explaining schedule and cost variances, recognizing milestones, recognizing scope changes, or giving general status of the project. Variance analysis can be given at any level, activity or resource.

Project Review Meetings

Currently, review meetings are held on the last Thursday of the month. The Monthly review documents includes a PowerPoint summary of costs by program and portfolio and includes a narrative status, variance report by WBS, schedule reports, FTE by location report, and a backup file of the schedule.

Standard Definition of Terms:

Commitment: A Purchase Order or Subcontract that is awarded. A requisition is not a commitment.

Percent Complete: The percentage of physical work completed on a project per a given phase, or the percentage of work completed based on established Earning Rules for the phase or project.

Earning Rules: The rules established on a project to determine work completed, represented as a percentage.

Estimated Qty/Cost at Project Completion: The PM's best estimate of total quantity and/or cost at the end of the project. This is commonly referred to as Estimate at Completion (EAC). This is assessed each reporting period.

Estimated Qty/Cost to Date: The Project Manager's best estimate of quantities and/or cost spent through the current reporting period.

Variance Analysis: An explanation of why/how cost or schedule has changed from the approved budget or plan.

Estimate to Complete (ETC): The estimate of work to be completed on the project. The ETC is added to Estimated Cost to Date to get an Estimate at Project Completion (EAC).

Planned Start: The baseline Start date for an activity or phase which is set up during the APP process. This date is the benchmark for the activity or phase, and is adjusted as work on a project changes.

Planned Finish: The baseline Finish date for an activity or phase which is set up during the APP process. This date is the benchmark for the activity or phase, and is adjusted as work on a project changes.

Actual Start: The date an activity or phase actually started. This is regardless of the planned start.

Actual Finish: The date an activity or phase actually finished. This is regardless of the planned finish.

Appendices

- [2017] Update Schedule

ARSLS Project Reporting Calendar [2017]

Update Month	Data Date (Date data is estimated through)	Template Due Date by PM (Date report is Completed and Submitted)
February	2/24/2017	3/3/2017
March	3/31/2017	4/7/2017
April	4/28/2017	5/5/2017
May	5/26/2017	6/2/2017
June	6/30/2017	7/7/2017
July	7/28/2017	8/4/2017
August	8/25/2017	9/1/2017
September	9/29/2017	10/6/2017
October	10/27/2017	11/3/2017
November	11/24/2017	12/1/2017
December	12/29/2017	1/5/2018
January	1/26/2018	2/2/2018