Reporting on Projects

Chapter 17
What did you tell me?
Why do IT organizations send their people to technical training every year but they don’t send people to business/technical writing classes?
How long does it take to develop high quality reports?

Have you factored this into your project plan?
How important is good communication to the success of a project?
Question

- While good communications skills are important for other business people, we IT people don’t really need them, do we? We spend most of our time working with hardware and software, right?
What is a “stakeholder”?

What is a “stakeholder register”?

What is a “stakeholder management strategy”?
What is a “communications management plan” and what would you expect to find in it?
What are some of the different methods of communication?

Are some better/worse than others?
Exercise

0 Create a template for a document that will communicate the current status of the project
0 Must fit status report on 1 page
0 Can you create 1 report that can be used by a range of people from the project sponsor to a lower level team member?
0 What tool would you use...Word? Excel? Other?
What are “status reports”?

What are “progress reports”?

What are “forecasts”? 
What reports would you generate to provide insight into the overall status of the project?
What reports would you generate to provide insight into the financial performance of the project?
What reports would you generate to provide insight into task management of the project?
What reports would you generate to provide insight into the resource management of the project?