

The logo features the Georgia Tech 'GT' monogram in the top left corner. The background is a semi-transparent olive-green overlay on a photograph of a mechanical or industrial interior, possibly a tunnel or a large machine. The text 'Georgia Tech' is written in a bold, white, sans-serif font. To the right of the text is a white icon of a building with a central spire.

**Georgia
Tech**

CREATING THE NEXT

Creating and Viewing a Project Status Report

Quick Reference Guide

Creating and Viewing a Status Report

Project Status Reports provide the most recent, at-a-glance progress of a project displayed in several categories. The status report can be viewed from the Status Report tab on the Project Workspace. There is also a related list on the project form for Status Reports.

Create a Project Status Report

1. Access the **Project Workspace** from the left-hand navigation. Select the tile for the appropriate project.
2. Select the **Status Report** tab. If a status report has been created on the project the latest version will be displayed. To display a different version, choose the appropriate report from the drop down on the left side. To create a new status report, click **Create New**.

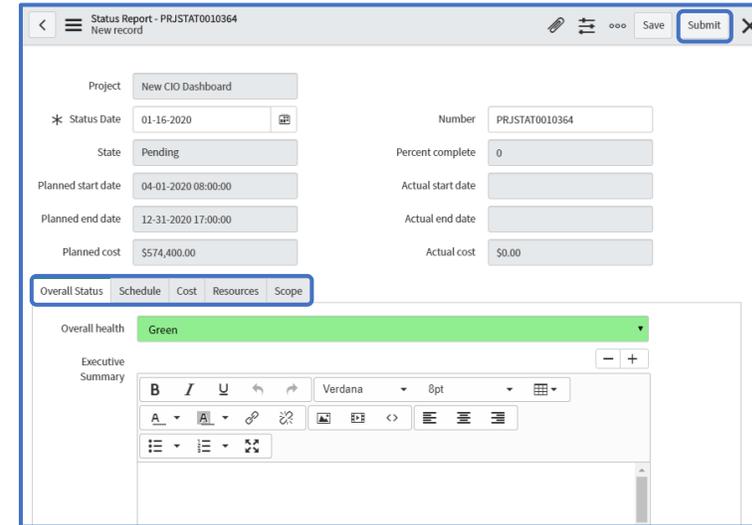
The screenshot displays the 'My Projects Space' interface. On the left is a navigation sidebar with 'Project Workspace' selected. The main area shows three project tiles:

- HR Service Management** (04-05-2020 (A) • 09-02-2020): Status Green, 41% completion, Phase Plann...
Updates: 2 Risks, 1 Issue, 1 Action, 0 Delayed tasks
Last missed milestone: No last missed milestone
- Online Payments Security enhanc...** (08-14-2019 (A) • 01-01-2020): Status Green, 45.22% completion, Phase Closing
Updates: 1 Risk, 3 Issues, 1 Action, 33 Delayed tasks
Last missed milestone: 12-13-2019 - Go Live
- New Benefit Tracking Page** (06-04-2019 • 03-03-2020): Status Green, 0% completion, Phase Initiat...
Updates: 0 Risks, 0 Issues, 0 Actions, 0 Delayed tasks
Last missed milestone: No last missed milestone

At the bottom, a navigation bar shows the 'Status Report' tab selected, with a 'Create new' button on the right.

Creating and Viewing a Status Report

- Several fields will auto populate. Complete the remainder of the fields. Choose a **Red, Yellow, or Green** indicator for each status option. Include **Comments** as necessary, along with any of the other pertinent details. Click **Submit** when all fields are completed.



The screenshot shows a web application interface for creating a new status report. The title bar reads "Status Report - PRJSTAT0010364" and "New record". The form contains several input fields: Project (New CIO Dashboard), Status Date (01-16-2020), State (Pending), Planned start date (04-01-2020 08:00:00), Planned end date (12-31-2020 17:00:00), Planned cost (\$574,400.00), Number (PRJSTAT0010364), Percent complete (0), Actual start date, Actual end date, and Actual cost (\$0.00). A "Submit" button is highlighted in the top right corner. Below the form, there are tabs for "Overall Status", "Schedule", "Cost", "Resources", and "Scope". The "Overall health" is set to "Green". An "Executive Summary" section is visible with a rich text editor toolbar.

Print the Status Report

- Select the Print icon (🖨️).
- the appropriate settings, based on your operating system and printer settings and print the document. You can also choose to print to PDF which would allow you to email a copy of the status report or post it to a shared document site.



Creating and Viewing a Status Report

Copy a Status Report

1. Rather than creating a status report from scratch, you can copy a previous status report. Choose which status report you would like to copy from the drop down on the left. Click the **drop-down arrow** to the right of the Save button. Click **Copy**.
2. Complete the necessary fields on each tab and click **Submit**.

