

#### Overview

This Job Aid defines the steps to follow for tracking progress on an active project. This Job Aid is based on the assumption that a new project, complete with the appropriate support details, has been created in Project IQ and that the project schedule has been defined.

The following are seven (7) core actions required for finalizing the project plan. These are not sequential actions, and you may skip some based on your project delivery requirements.

- 1. Update schedule
- 2. Validate key dates and deliverables
- 3. Monitor project dates and artifacts
- 4. Update project costs
- 5. Align project resource requests to the project schedule
- 6. Set KPIs and compose status narratives
- 7. View and verify project status report

# Update schedule

Project Manager

Project execution tool

#### 1. TRACK TASK PROGRESS

a. Ensure the project tasks are current and update as appropriate for the tracking method based on your project execution tool.

## Validate key dates and deliverables

### Project Manager

Project – Key Dates and Deliverables tabs

#### 1. UPDATE KEY DATES

a. Open the **Key Dates** tab for the current project and compare the approved dates to the current schedule. If the approved Key Date is different than project schedule, select the **pencil** icon (or double click the Key Date card).



- b. Update the **Date** to reflect the current schedule.
- c. Add any additional details in the **Description** field to better describe the new key date.
- d. Set the **Status** as appropriate based on how much the date has changed from the original expectation.



### Tracking project progress

New course outline				
🖬 Save 📓 Save & Close	🗊 Delete	🖒 Refresh	🖄 Share	🗟 Email a Link
New course outline Key Date				
General Related				
Name *	New course	e outline		
Date	04-May-20	В		
Description	Course out	line modified t	o be all inclu	ive
Status	At risk			
	Not set			
	On track			
	At risk			
	High risk			
	Done			

#### 2. UPDATE DELIVERABLES

- a. Open the **Deliverables** tab for the current project and compare the approved dates to the current schedule. If the approved Deliverable date is different than the project schedule, select the **Deliverable row**.
- b. Click **Edit** (or double click the Deliverable name).

Deliverables for Project			B 🖉 Edit 🛍	Delete Deliverable
✓   Name ∨	Category $\smallsetminus$	Assigned To $\checkmark$	Due Date $\checkmark$	Status Reason $\vee$
✓ ► A mpletion Certifcate	Other	Doug Brown	🔶 24-Apr-20	Not Started

- c. Update the **Due Date** to reflect the current schedule.
- d. Add any additional details in the **Description and Progress Update** fields to better describe the deliverable status.

ן נ	raining Completion Certifcate		Driver awareness training refresh Vroject
C	General Related		
	Name * Training Completion Certifcate	Category	Other
	Description	Assigned To	A Doug Brown
D		Due Date	24-Apr-20
	Progress Update	Status	Not Started

# Monitor project dates and support items

Project Manager

Project – Insights – All Projects



### 1. REVIEW PROJECT PERFORMANCE

Job Aid

IQ

a. Right mouse click on the current project and click Drill through and then select Project Status.



b. Click on the Tracking radio button.

∋ Project	Status:		AA Tenant Renewal R300 🛛 🖉											
Project KPI On Watch	Project Link Project Manager		Start Fini 06-Apr-20 27-A	sh kug-21	Changes Go to Project es	Fina	ncials Iss	ues	Risks <sup>™</sup> Schedule ↑ ● → ●	→	Work			
Cohodulad Finish	Key Dates				Deliverables				Risks					
Scheduled Pinish	KPI Key Date	Link	Date ^	KPI	Deliverable	Link	Due Date	KP	I Risk	Link	Due Dat			
27-Aug-21	Vandor showrasa	95	27-Mar-20	-	Draft Purchases Orders for ne	9	24-405-20		Backup data center may not h	9	08-100-2			
	Project Start	0	07-Apr-20	ŏ	Analysis and Design documen	0	29-Jul-20		Executive Staff may become di	0	11-Jun-20			
Target Finish	Current Infrastructure Review (	• •	15-May-20	ŏ	New Hardware, Software, and	Ø	19-lun-20		Network Protocol Communicat	٩	24-Apr-2			
04-Dec-20	Organizational risk review	Ø	15-May-20	ŏ	Pre-review Design Doumentati	Ø	24-Jun-20	C	Developer creativity to perfor	Ø				
04-Dec-20	System and Target Performance	0	22-May-20	ŏ	SW development and test co	Ø	15-Oct-20	č	Project Team may encounter r	Ø	24-Jul-20			
Lata Tacks	Software Contents defined	0	21-Jun-20	ŏ	System Requirements and Pef	Q	21-Aug-20	č	Resources may not be availabl	Q	16-Jun-2			
Late lasks	Hardware for Infrastructure de	<b>D</b>	25-Jun-20	Õ	Analysis report of the current	Ø	10-Jun-20	Č	Server Hardware may need to	Ø	20-Nov-			
3	Financial viability analysis	ବ୍ତ	30-Jun-20	0	April Progress Report Delivere	Q	07-May-20	C	Vendor may not be financially	Q	10-Dec-2			
Overdue Tasks	Issues				Decisions				Change Reques	sts				
6	KPI Issue	Link	Due Date 🔺	KPI	Decision	Link	Due Date	KP	1 Change Request	Link	Due Da			
6	Deployment Logistics tasks un	B	11-May-20	•	Allow approved overtime for	ବ	24-Apr-20	i	Support Mobile Device Support	Q	07-May-2			
	Resources planned for coding	ø	11-Jun-20		Hold quarterly project review	0	10-Apr-20	C	Add Checkpoint field locking t	Ø	17-Jul-20			
Effort Completed	O Competition is actively deploy	ବ	30-Jul-20		Need to add unplanned ident	ବ	10-Apr-20	C	Add support for Access datab	ବ୍ତ	24-Jul-20			
1,018	O Existing system documentatio.	®	16-Oct-20	0	Activated User Licenses for all	Q	19-Jun-20	C	Automatically change the user	Ð	26-Jun-2			
Hours	O Funding not identified for alte	ø	24-Sep-20	0	Confirm Marketing Collateral	ବ	14-Aug-20	C	Performance Statistics Interface	Ø	20-Aug-2			
Effort Remaining	O Hardware Vendor not complia	Ø	16-Jun-20	0	Consider additonal resources,	ବ୍ତ	17-Jul-20	C	Provide option to clear softwa	Ø	23-Jul-20			
8 896	O Preliminary hardware design	B		0	Do not implement internation	ବ	03-Jul-20	C	UI and Reports must support	ବ୍ତ	24-Jul-20			
0,000	Resources being diverted fro.	Ø	13-Jul-20	0	Hold Team Status Meetings M	Ø	18-Dec-20	0	Add new feature to extract da	Ø	15-Jan-20			

- c. Review each section of this report to identify late dates and artifacts. The default sort in each list is by KPI ensuring the troubled items are visible at the top of the list.
- d. Click the link icon to access the details of an item in order to take corrective actions and rectify project delivery challenges.

€ Project	Status:		AA Te	en	ant Renewa						
Project KPI	Project Link Project Manager		Start Fin	sh	Changes Go to Project es	Fina	incials Issi	Jes	Risks Schedule		Work
On Watch	🔺 🌩 ° Bret Prinz		06-Apr-20 27-	4ug-21	• • • •	<u>﴾</u>	♦ → (		↑ ● → ●	÷	▲ ↓
Scheduled Einich	Key Dates				Deliverable	s	_	F	Risks		
Scheduled Philish	KPI Key Date	Link	Date	KP	1 Delicoble	Lin	k Due Date 🔺	KF	PI Risk	Link	Due Date 🔺
27-Aug-21	A Vendor showcase	C	27-Mar-20	ľ	Draft Purchases Orders for ne	. 0	24-Apr	Ĭ	Backup data center may not b	Ø	08-Jun-20
	O Project Start	Ð	07-Apr-20	C	Analysis and Design documen.	ବ	29-Jul-20		Executive Staff may become di	Ð	11-Jun-20
Target Finish	Ourrent Infrastructure Review C	@	15-May-20	C	New Hardware, Software, and .	୍ବ	19-Jun-20		Network Protocol Communicat	®	24-Apr-20
04-Dec-20	Organizational risk review	0	15-May-20	C	) Pre-review Design Dournet	0	24-Jun-20	C	) Developer creativity to perfor	Ø	
	System and Target Performanc	Ø	22-May-20	C	) SW development and test co	Q	15-Oct-20	C	) Project Team may encounter r	Ø	24-Jul-20
Late Tasks	<ul> <li>Software Contents defined</li> </ul>	ବ	21-Jun-20	C	) System Requirements and Pef	ବ	21-Aug-20	C	Resources may not be availabl	ବ୍ତ	16-Jun-20
	<ul> <li>Hardware for Infrastructure def</li> </ul>	Ø	25-Jun-20	0	Analysis report of the current	®.	10-Jun-20	C	) Server Hardware may need to	Ø	20-Nov-20
3	Financial viability analysis	0	30-Jun-20	6	April Progress Report Delivere.	0	07-May-20	C	Vendor may not be financially	Ø	10-Dec-20
Overdue Tasks	Issues				Decisions				Change Reques	ts	
6	KPI Issue	Link	Due Date	KF	1 Decision	Link	Due Date	KI	PI Change Request	Link	Due Date 🔺
° C	Deployment Logistics tasks un	Ø	11-May-C		Allow approved overtime for	Ø	24-Apr-20		Support Mobile Device Support	Ø	07-May-20
Effort Completed	Resources planned for coding	ବ୍ତ	11-Jun-20		Hold quarterly project review	0	10-Apr-20	0	Add Checkpoint field locking t	ବ୍ତ	17-Jul-20
Ellort completed	O Competition is actively deploy	ବ	30-Jul-20		Need to add unplanned ident.	@	10-Apr-20	C	) Add support for Access datab	ବ	24-Jul-20
1,018	O Existing system documentatio	Ø	16-Oct-20	0	Activated User Licenses for all	୍ଷ	19-Jun-20	C	Automatically change the user	Ð	26-Jun-20
Hours	O Funding not identified for alte	Ø	24-Sep-20	C	) Confirm Marketing Collateral	Ø	14-Aug-20	C	Performance Statistics Interface	Ø	20-Aug-20
Effort Remaining	O Hardware Vendor not complia	ବ	16-Jun-20	C	) Consider additonal resources,	୍ଷ	17-Jul-20	C	) Provide option to clear softwa	ବ	23-Jul-20
8.896	O Preliminary hardware design	Ø		C	) Do not implement internation.	0	03-Jul-20	C	) UI and Reports must support	Ø	24-Jul-20
Hours	O Resources being diverted fro	Ø	13-Jul-20	C	) Hold Team Status Meetings M.	@	18-Dec-20	0	Add new feature to extract da	Ø	15-Jan-20

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# Update project costs

Project Manager

Project – Financials tab





### 1. RECORD ACTUALS AND UPDATE PROJECT FORECASTS

- a. Open the **Financials** tab for the current project.
- b. Select the Forecast card for the month you are updating actual costs.

AA Ten Project Active Status	ant Renev	val R300 ssowary Proc	luct Deve	elopment P	<b>Fret Prinz</b> Project Manager	$\sim$		
Major Proj Active for 4	j <b>ect</b> I months	<	Pla	anning	Exec	ution (47 D)		Closing
Details	Key Dates	Deliverabl	es Ta	sks Status	Updates Is	sues Financ	cials	
	睹 Timeline	Key dat Years	tes Zoor	Today 19 Jun	🔿 Month Č	) Refresh 🕂	New Budget	+ New Cos
		Months	;	Jun	Jul	Aug	Sep	Oct
~	Bu \$2	idget 29.4K		\$32К	\$32K	\$12K	\$12K	\$62K
~	For \$76	ecast 85.6K	<	\$528.3K	\$52.3K	\$71.5K	\$11.5K	\$16K
~	Ac \$65	tual 9.4K	<	\$514K	\$88K	B	\$0	\$0
~	Var -\$5	iance 36.2K	ĸ	-\$496.3K	-\$20.3K	-\$59.5K	\$500	\$46K

c. Enter the actual costs by line.

Sea	rch	오 + New	Cost						
	Category/Name	Date		Forecast		Actual	Transaction Note	Budget	Variance
	Capex			\$3,500.00		\$0.00		\$8,000.00	\$4,500.00
0	Hardware	30 Sep 2020🖽	s	1000	s				
0	Labor - Contract	20 Sep 2020	s	1500	s				
0	Software	20 Sep 2020[]]	s	1000	s				
	Opex	C		\$8,000.00		\$0.00		\$4,000.00	-\$4,000.00
O	Labor	30 Sep 2020[]]	s	6000	s				
0	Travel	30 Sep 2020	s	2000	s				
	Totals:			\$11,500.00		\$0.00		\$12,000.00	\$500.00

d. Review and update any remaining forecast values to align to the project schedule.

Ci Pri	ompo sject	osite track	engineerinç	g study	0					、 、		
Ma Act	jor Proj ve for 2	ject 19 days	<		Planning (5 0	>)			Execu	bion		
D	rtails	Key Dates	Deliverables	Tasks Status	Updates Issue	rs Risks Dec	isions Change	Requests Les	sons Learned	Financials Doci	uments	
										🖏 Timeline 🚦	Key dates Zoom	-
			Years						2020	V2021		
			Months	IUL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
	v	Bu \$85	dget i6.2K	\$142.7K	\$142.7K	\$142.7K	\$142.7K	\$142.7K	\$142.7K	]		
	$\vee$	For \$8	ecast 75K		\$125K	\$1 D	\$125K	\$125K	\$125K	\$125K	\$125K	
	$\sim$	Ac \$93	tual 2.5K		\$17.5K	\$75K						
	$\sim$	Vari -\$1	ance 8.8K	\$142.7K	\$17.7K	\$17.7K	\$17.7K	\$17.7K	\$17.7K	-\$125K	-\$125K	

# Align project requests to the project schedule

#### 着 🛛 Project Manager

<sup>3</sup> Project

#### 1. UPDATE ENTERPRISE PROJECT RESOURCE REQUESTS

a. From the Resources Grouping tab, open the Resource Plan tab





b. Align the resource request to the project schedule by adjusting the requested hours in the P for Proposed column for each time period and extend the duration of the requests as needed to align to the project schedule.

Job Aid

IQ

Customer Accour	nt Inquiry Up	<b>grade</b> - Sa	aved												
Major Project Active for 4 months	<			Planni	org (4 Mo)							1	Execution		
Resource Plan Over	ride Sell Rates	Inform	ation 📑	Tracking	Strate	ау									
Search	,O Select	a resource t	to add 🛛 🖇	Ś.					4	June 202	2 🛗	<b>31</b> ×	⊳		
		Visible P	eriod Total ←		June 2022			July 2022			August 2022	2	Se	ptember 20	22
Requests by Primary R	tole	Р	С	Р	с	А	Р	с	Α	Р	С	Α	Р	с	Α
Totals		1,060.0	1,030.0	100.0	75.0	629.0	200.0	190.0	482.0	350.0	355.0	381.0	285.0	285.0	419.0
^ Product Tester		375.0	375.0			176.0			168.0	150.0	150.0	34.0	150.0	150.0	26.0
Generic	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	375.0								150			150		
⊐ Tina Hamilton			375.0			176.0			168.0		150.0	34.0		150.0	26.0
^ Engineer		350.0	32(B	75.0	60.0	116.0	75.0	60.0	108.0	75.0	75.0	109.0	75.0	75.0	101.0
Bill Tibbetts	,⊐~	350.0	320.0	75	60.0	116.0	75	60.0	108.0	75	75.0	109.0	75	75.0	101.0
^ Business Analyst		250.0	250.0			176.0	100.0	100.0	68.0	100.0	100.0	84.0	50.0	50.0	126.0
Generic		250.0					100			100			50		
… <sup>™</sup> Randy Reporte	er 🖓 🗸		250.0			176.0		100.0	68.0		100.0	84.0		50.0	126.0
^ Project Manager		85.0	85.0	25.0	15.0	161.0	25.0	30.0	138.0	25.0	30.0	154.0	10.0	10.0	166.0
Albert Connell		85.0	85.0	25	15.0	161.0	25	30.0	138.0	25	30.0	154.0	10	10.0	166.0

c. **Replace** an existing resource by clicking **the ellipsis** to the left of the resource to be replaced and select **Change Resource** and search for and select the replacement resource.



d. Adjust the hours required for the replacement resource per time period in the P for Proposed column.

		Visible Period Total ←		- June 2022			July 2022		,	August 2022	2	Se	otember 20	22	(	October 202	2		
	Requests by Primary Role	Р	С	Р	С	Α	Р	с	Α	Р	С	Α	Р	С	Α	Р	с	Α	Р
D	liverables	1,060.0	710.0	100.0	15.0	689.0	200.0	130.0	542.0	350.0	280.0	456.0	285.0	210.0	494.0	125.0	75.0	597.0	
		375.0	375.0			176.0			168.0	150.0	150.0	34.0	150.0	150.0	26.0	75.0	75.0	93.0	
	△ Engineer	350.0	0.0	75.0		176.0	75.0		168.0	75.0		184.0	75.0		176.0	50.0		168.0	
	Nate Auchter	350.0	D	75		176.0	75		168.0	75		184.0	75		176.0	50		168.0	

e. Add new resources as needed by searching for and selecting them using the second search box.





f. Define the hours requested for the new resource per time period in the P for Proposed column.

	Visible Period Tota			⊢ June 2022			July 2022			August 2022	2	September 2022			(	October 202	2
Requests by Primary Role	Р	с	Р	с	Α	Р	с	Α	Р	с	А	Р	с	Α	Р	с	Α
Totals	1,060.0	710.0	100.0	15.0	865.0	200.0	130.0	710.0	350.0	280.0	640.0	285.0	210.0	670.0	125.0	75.0	765.0
✓ Product Tester	375.0	375.0			176.0			168.0	150.0	150.0	34.0	150.0	150.0	26.0	75.0	75.0	93.0
System Architect	0.0	0.0			176.0			168.0			184.0			176.0			168.0
Deirdre Rogusky 🖉 🗋	0.0	G			176.0			168.0			184.0			176.0			168.0

### 2. SUBMIT PROJECT RESOURCE REQUESTS

a. Once you have completed all resource request updates, click **Submit and Save** from the bottom right-hand corner of the form. If you have project resource requests that are not currently visible on the form, you should use the drop down arrow and select **Submit all periods and Save**,



### 3. ADJUST PROJECT BASED ON RESOURCE REQUEST REVIEW RESULTS

a. Once the resource managers review and update the resource requests, you should then **review and validate** that all requests have been approved in the **C for Committed** column via the green shading or rejected/changed via the red shading. You should validate that you can be successful delivering the project based on the approved requests or work with your stakeholders and the resource managers to replan the project to satisfy both the project's requirements and the availability of resources to complete the project work.

	Visible Pe	Visible Period Total ← June 202					July 2022			August 2022		Se	ptember 20	22	October 2022		
Requests by Primary Role	Р	с	Р	С	Jun 1, 2022	- Jun 30, 202	2 C	Α	Р	с	Α	Р	С	Α	Р	с	A
Totals	1,060.0	1,060.0	100.0	90.0	790.0	200.0	205.0	635.0	350.0	355.0	565.0	285.0	285.0	595.0	125.0	125.0	715.0
$\checkmark$ System Architect	0.0	0.0			176.0			168.0			184.0			176.0			168.0
✓ Product Tester	375.0	375.0			176.0			168.0	150.0	150.0	34.0	150.0	150.0	26.0	75.0	75.0	93.0
← Engineer	350.0	350.0	75.0	75.0	101.0	75.0	75.0	93.0	75.0	75.0	109.0	75.0	75.0	101.0	50.0	50.0	118.0
Nate Auchter 💭 🗸	350.0	350.0	A	75.0	101.0	75	75.0	93.0	75	75.0	109.0	75	75.0	101.0	50	50.0	118.0

# Set KPIs and compose status narratives

Project Manager

Project – Status Updates

### 1. SET KPIS AND RECORD STATUS NARRATIVE

a. Open the Status Updates tab for the current project and click + New Status Update.







- b. Create a new project status update for the current period. Ensure the Status Date is set to reflect the status period end date.
- c. Define the overall project status. Set the Project KPI and provide a clear and concise narrative to describe the current status of the project.

N	ew Status Update			
ĸ	PI Status			
	General			
В	Status Date	12-Jun-20		
	🗄 Created By			
	🛆 Created On			
	Project			
	Project KPI	On Track	On Watch	Troubled
C	Project Status			

d. Set the KPI and provide a status narrative for the other relevant status areas based on your project stakeholders' information requirements.

New Status Update					AA Tonant Renova Program Project
KPI Status					
General		Schedule		Issues	
Status Date	* 12-Jun-20	Schedule KPI	On Tack On Watch Troubled	Issues KPI	On Task On Watch Tout
A Created By		Schedule Status		Issues Status	***
🗄 Created On					
Project		Financials		Risks	
Project KPI	On Tank On Welch Troubled	Financials KPI	On Tack On Watch Totabled	Ripks KPI	On Track On Watch Trac
Project Status	The project is fully staffed and entering the next phase on schedule.	Financials Status		Risks Status	***
Dalivarablar		Work		Change Requests	
Deliverables KPI	On livels On Wetch Insubled	Work KPI	On Tack On Watch Ticubled	Change Requests KPI	On look On Welch Tou
•		Work Status		Change Requests	

## View and verify project status report

Project Manager

🎾 Project IQ

### 1. REVIEW AND VERIFY THE PROJECT IQ STATUS REPORT

a. Select Run Report from the command bar. Select the appropriate style of status report from the list.

۲	🖬 s	ave 🚰 Sa	ive & Close	+ New Proje	ct 🛛 🔹 Open in Project	🤹 Open in Tea	ms 🏾 🏚 Open in SharePoint	◯ Refresh 🛛 🛱	Process $\checkmark$	🖻 Share	명 Email a Link	🗐 Run Report \vee	
P	A Ten	ant Rene	wal R300						_		Activ	Run on Selected Records	
M Ac	<b>ijor Proj</b> tive for 4	ect months	<		Planning			Execu	(47 D)				Closing
D	etails	Key Dates	Deliverabl	es Tasks	Status Updates Issu	es Risks De	cisions Change Requests	Lessons Learned	Financia	s Docum	ents		



b. Review the project status report and validate that the status report delivers the appropriate message to the project stakeholders. If changes are needed, return to Project IQ and/or the schedule to ensure that the status report is accurate and consistent with the project's status.

	>	Þ١	Ö	©	100%	*		8			
								15-Jun-2020			
ProjectIQ	ProjectIQ PROJECT STATUS REPORT										
AA Tenant R	AA Tenant Renewal R300										
Project Manager	Project Manager Sponsor Current Stage % Complete										
Bret Prinz	B	ob Melv	ob Melvin Execution			n		9%			
Project status											
Project KPI		Schedule			Risks			Issues			
<b>A</b>		٠			٠			•			
Change Requests	0	Deliverables Financia			Financials	ls Work		Work			
•		•	• •					<b>A</b>			
Status Date: 07-Jun-2020											
Our biggest challenge is the d Internal work as a result. We h	Our triggest challenge it the delayed sign-off on funding. The is ealiging our vendors on-boarding and also pushing the internal work as a result. We have verbal approvals, but now just need the signed paper work.										
Project Dates & W	ork										
Start Date			Targ	jet Finish			Sched	luled Finish			
06-Apr-2020	06-Apr-2020			04-Dec-2020			27-Aug-2021				
Total Effort			Effort	Complete	d		Effort	Remaining			
9,914			1,292				8,622				
Hours				Hours				Hours			

- 2. REVIEW AND VERIFY THE INSIGHTS STATUS REPORT
  - a. From Project IQ Insights, All Projects report, right mouse click on the current project, click Drill through, and then select Project Status.

🖽 All Projec	ts	í	Project KPI All
Projects by Progress	KPI Project	Lin	k Project Manager
Not Started	Email campaign to incr	ease rider's awaren 👁	Connie Campaign
Completed	AA Tenant F Show a	s a table ල	Bret Prinz
	Central Ave	6	Diane Masters
In Progress	A Driver awar Drill th	rough  PROJECT ST	ratus mpain
	Annual entr Copy	PROJECT ST	ATUS ALS DA
Active Issues	Application SaaS Migra	ition @	Albert Connell

b. Review the three pages (Overview, Details, and Tracking) and validate that the status report delivers the appropriate message to the project stakeholders. If changes are needed, return to Project IQ and/or the schedule to ensure that the status report is accurate and consistent with the project's status.

© Project	Status: Email campaign to	increase	e rider's awareness	B O O O OVERVIEW   DETAILS   TRACKING
Project KPI Troubled	Project Link Project Manager Start Finish C	hanges Deliverat	Lies Financials Issues Risks	Schedule Work
Scheduled Finish 19-Aug-20	Current Project Status 03-May-20 This project is significantly behind. Our sponsor has requested a meeting next week to review and revise the timeline.		Previous Project Status 20-Dec-19	% Complete
Target Finish 19-Aug-20				0% 23%
Late Tasks	Completed Milestones	Finish	Upcoming Mile KPI Milestone	Planned Finish
Overdue Tasks 7	👻 Ertai Langaigi Genred	09-4p-20	Campagn aunched	ia-Aug-eu
Effort Completed 536 Hours				
Effort Remaining 1,512 <sub>Hours</sub>				