

PROJECT REPORT FORMAT TEMPLATE

Structured layout guiding the presentation of project details, progress, and outcomes.

Project Info

Project Name: **Enterprise Resource Project System**

Project Manager:

David Rodriguez

Start Date:

January 1, 2024

End Date:

December 31, 2024

Report Period:

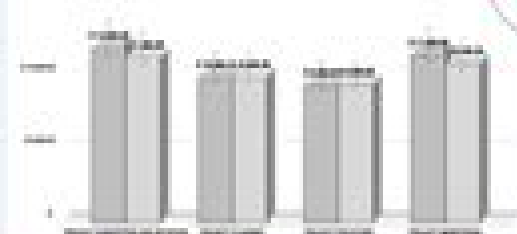
30 Days

Task	Budget	Actual Cost	Est. Cost	Completion Status	Comments
Project Management					
Project Initiation	10,000	10,000	10,000	100%	Project Initiation completed successfully.
Project Planning	15,000	15,000	15,000	100%	Project Planning completed successfully.
Project Execution	40,000	40,000	40,000	100%	Project Execution completed successfully.
Project Monitoring	10,000	10,000	10,000	100%	Project Monitoring completed successfully.
Project Closure	5,000	5,000	5,000	100%	Project Closure completed successfully.
Project Total	80,000	80,000	80,000	100%	Project completed successfully.
Resource Management					
Resource Planning	10,000	10,000	10,000	100%	Resource Planning completed successfully.
Resource Allocation	10,000	10,000	10,000	100%	Resource Allocation completed successfully.
Resource Utilization	10,000	10,000	10,000	100%	Resource Utilization completed successfully.
Resource Release	10,000	10,000	10,000	100%	Resource Release completed successfully.
Resource Total	40,000	40,000	40,000	100%	Resource Management completed successfully.
Financial Management					
Financial Planning	10,000	10,000	10,000	100%	Financial Planning completed successfully.
Financial Allocation	10,000	10,000	10,000	100%	Financial Allocation completed successfully.
Financial Utilization	10,000	10,000	10,000	100%	Financial Utilization completed successfully.
Financial Release	10,000	10,000	10,000	100%	Financial Release completed successfully.
Financial Total	40,000	40,000	40,000	100%	Financial Management completed successfully.
Risk Management					
Risk Identification	10,000	10,000	10,000	100%	Risk Identification completed successfully.
Risk Assessment	10,000	10,000	10,000	100%	Risk Assessment completed successfully.
Risk Mitigation	10,000	10,000	10,000	100%	Risk Mitigation completed successfully.
Risk Monitoring	10,000	10,000	10,000	100%	Risk Monitoring completed successfully.
Risk Total	40,000	40,000	40,000	100%	Risk Management completed successfully.
Communication Management					
Communication Planning	10,000	10,000	10,000	100%	Communication Planning completed successfully.
Communication Allocation	10,000	10,000	10,000	100%	Communication Allocation completed successfully.
Communication Utilization	10,000	10,000	10,000	100%	Communication Utilization completed successfully.
Communication Release	10,000	10,000	10,000	100%	Communication Release completed successfully.
Communication Total	40,000	40,000	40,000	100%	Communication Management completed successfully.

PROJECT REPORT FORMAT



Legend



Task	Budget	Actual
Project Management	\$ 80,000.00	\$ 80,000.00
Resource Management	\$ 40,000.00	\$ 40,000.00
Financial Management	\$ 40,000.00	\$ 40,000.00
Risk Management	\$ 40,000.00	\$ 40,000.00
Communication Management	\$ 40,000.00	\$ 40,000.00

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VM Jensen



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