

Status Reporting to Your Sponsor



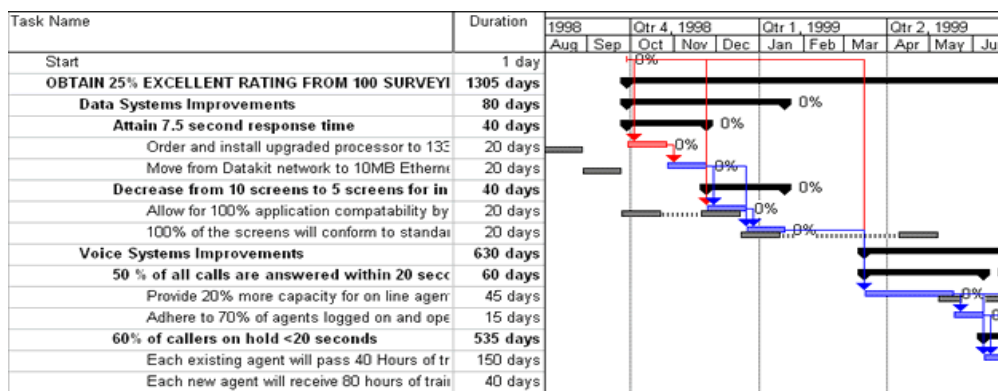
By Dick Billows, PMP, GCA

A quick look at a very visual status report format.

We spend a lot of time on status reporting in the [AdPM™ methodology](#) because much of a project manager's credibility with executives and the organization comes from a PM's performance in status meetings. Of particular importance, is the ability to give an executive the "big picture" quickly. The tracking Gantt in MS Project® is a great tool even if the executive knows nothing about project scheduling.

We'll use a Gantt chart that compares the baseline to the current schedule as shown below. This Gantt shows two bars for each task. The lower grey bar runs from the baseline plan start to finish and the upper bar runs from the currently scheduled start to finish. Thus, if the two bars for a task are on top of one another, the task is on schedule. If the task has slipped, you see the amount of slippage.

In the screen shot below, the gray task bars are the baseline (plan) and the blue or red task bars are the current schedule. We see that the 4th task on the WBS started late and is scheduled to finish more than 3 weeks later than planned. We also see how this slippage has "rippled" through the rest of the schedule, delaying other tasks. This form of Gantt chart is a clear way of illustrating schedule status to your sponsor and project team.



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We get this report by clicking on FORMAT, then click on BAR STYLES. Next, in a blank row at the bottom of the list, type "baseline" or "plan" in the definitions column. Then TAB over one column to the right and select the bar shape for the baseline (plan). Use a smaller size bar and a different pattern than you use for your normal tasks. Skip the next column and in the "From" column type or select "Baseline Start"

