

# Course Description

## Developing Meaningful and Actionable Status Reports AMS1028

7 Professional Development Units  
7 Education Hours



### Overview

Although a necessary practice, Project Status Reporting varies greatly based on project complexity, size, risk, organization, stakeholders and project management needs. Developing meaningful and actionable status reports must be planned and accounted for early on in Up-Front Planning. This course takes the participant through the life-cycle and prerequisites of developing sound, meaningful and actionable status reports while integrating specific project requirements.

### Learning Objectives

- Understand the Definitions of Meaningful and Actionable
- Determine Needs and Requirements to be Addressed
- Understand the Status Reporting Prerequisites from the Project Plan Elements
- Examine the Various Forms of Status Reports
- Balancing Text and Graphics, Technical and Non-Technical Information

### Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles are followed by group exercises or group discussions.

### Duration

One Day

### Who Should Attend

Individuals who are directly involved with the planning, execution, and management of project related work would benefit by taking this course.