Sem 6th chemistry hons. Chapter 3
Reporting practical and project work
The most common type of project report, a project status report provides a general state of the project to its stakeholders. It quantifies work performed and completed in measurable terms. It compares this with an established baseline to see if the project is on track or; if adjustments have to be made if the project is behind its schedule. It keeps everyone on the same page and manages each other's expectations.

Project status reports are accomplished to serve the following purposes;

1.to keep an updated flow of information in relation to the project's progress
2.to immediately address issues and concerns that may come up at any point of the project's implementation or duration
3.to document reasons for changes and adjustments made to the original plan for the project
4.to monitor fund utilization and to ensure that the project expenses are still within the budget
5.to serve as a basis for decision-making and addressing problems
6.to keep track of the team's performance and individual contributions
7.to act as a uniform procedure for communicating project development to the stakeholders.
Status reports are most effective when they follow a standard form with predefined fields that need to be regularly updated. Doing so will save time and provide consistency and predictability of the information the stakeholders will receive about the status of the project.For a status report to be comprehensive, it must include the following elements:
Summary/Overall Health of the Project
At a glance, this portion of the status report must provide an overall idea of how the project is progressing without going into too much detail. A person who does not have time to read the entire report thoroughly must be able to get a picture of the current status of the project through the summary of the status report.

Facts on the Project Progress
The status report must contain full information on accomplishments, timelines, and most importantly, project milestones. Project milestones are the completion of highly important tasks. They serve as a standard of project progress management. What constitutes a project milestone should be identified during the project planning stage.

Target vs. Actual Accomplishments
It should present a comparison between what has actually been accomplished versus what was supposed to have been achieved at this point of the project. It should tell us whether the project is on track, if it is ahead, or if it is behind schedule.

Analysis
For any variances recorded and reported between the targets and actual accomplishments, an analysis of the impact on the project should be made and presented in the status report. The reasons for such differences must also be stated in the report.

Action(s) Taken
What has been done to address the variances? It is important to give an account of how the team addressed the variances and other problems that came up during the period covered by the status report. Additionally,, the report must also include the expected milestones or accomplishments for the next status report.

Risks and Issues
The report should contain all the problems and challenges that the team faced and what they did to address them. The report should also inform the stakeholders of the current risks to the project.

Resources

The state of resource utilization must also be presented in the status report. It should show how these resources were used or consumed on a periodic basis. The forecast can also show if the team is running out of resources and replenishment is needed.

Budget
Just like the resources, it is also important to present the financial aspects of the project, most especially, the utilization of its budget. Stakeholders will want to know if the project is within budget or not. Be prepared with explanations, especially if there are notable variances in the budget.

Schedule
Indicate whether the project is operating within its expected timelines, and if it is not, provide reasons why. This is important since delays or extensions in the plan will entail additional costs and resources. Additionally, the report must also include the expected milestones or accomplishments for the next status report