

Client Name

Progress Report

Name of Initiative

Week of: October 20 th , 2000			
From:	Consultant Name		
To:	Client Name		
Cc:			
On Time	On Budget	Scope	Resources
Green	Green	Green	Green
<u>Background</u>			
Background on the project.			
<u>Summary of Progress</u>			
Describe the progress since the last report			

Name of Initiative

Progress vs. Plan

The following chart illustrates the work tasks that have been focused on in each given week (marked with an 'x'), versus the original work plan (marked with the solid black lines).

<NOTE: Insert picture from project schedule>

Progress is in keeping with the plan.



Current & Future Achievements / Outstanding Issues

Achieved:

- Scheduled several executive discussion sessions
- Prepared for executive discussions through development of standard questions, tailoring questions for executives of specific areas, and working with project leaders to review and further tailor the questions and approach.
- Conducted confidential discussions key members of the senior management team.
- Began effort to assess knowledge management practices in other organizations and industries.

Risks / Issues

- None.

Planned for next period:

- Determine and schedule next discussions.
- Continue preparation (presentation development) for the Nov 13th Executive Board meeting.
- Continue effort to assess KM practices in other organizations and industries.
- Understand further the applications in place, technical environment, and reward structure.

Notes:

- A time has been reserved during the Executive Board meeting on Nov. 13th for presentation and discussion about the KM Strategy Initiative. We would like to have one hour on this agenda.
- Input from business line executives, in addition to the valuable input from CLIENT executives received to date, will be important in our preparation for the 13th.

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Guideline for Assessing Status:

	Green	Yellow	Red
<u>On Time Vs Agreed Plan</u>	Future milestones/deliverables and end date will be achieved.	Some future milestones/deliverables will be missed but completion date not threatened.	Completion date threatened.
<u>On Budget Vs Agreed Plan</u>	Effort expected to be as estimated.	Effort expected to be within contingency.	Effort will exceed budget (including contingency).
<u>Scope</u>	No outstanding scope issues.	Outstanding scope issues may affect milestone/delivery dates and / or budget.	Outstanding scope issues will affect milestone/delivery dates and / or budget.
<u>Resources</u>	Appropriate resources are committed and / or available to the work.	Future work is not yet fully staffed, or necessary information has not been obtained, but completion date not yet threatened.	Current tasks not fully staffed, or information not obtained, and delivery dates threatened.