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In this article you will find a complete list of the project report models to support your project management activities. These default models can be downloaded for free in different formats, including Excel, Word, PowerPoint, PDF and Google Docs. This page includes many free downloadable models for the next project, including a report model on the state of the project, a report on the advancement of the daily project, a report model on the company project and many others. Download the Report Model on the State of the Project PowerPoint | Smartsheet a coherent and complete report on the state is an essential element for effective management of the project. To ensure the achievement of the objectives of the project, use this model of relationship on the status of the customizable project. This model provides the space necessary to summarize the project and keep track of risks, road blocks, cardinal activities, results and main interventions. It also includes a visual project timeline to provide easy visibility on the main project events. Smartsheet is a cloud-based platform that allows teams and organizations to plan, manage and create reports on projects, allowing you to speed up activities and get better results. See Smartsheet in action. Look at a free demo Download the report model on the status of a page project | PDF | Smartsheet this model covers all the main elements of the report report in a page format. The report on the predefined state provides an overview of the state of the project by category (for example, budgets, scope, etc.) of the chronology of the project, of the main risks and problems, as well as the property ownership to ensure that all the elements of the action of the project are accounted for completed on schedule. This article explains how to report on the actual state of the project. Download Project Report Dashboard Template - Excel Get a clear view of a project's High-level metrics and overall performance. A allows a project manager to identify and identify problem areas that require further attention. 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This model also comes with a pre-built visual timeline to view key project details at a glance. Download the Excel Monthly Project Status Report Template | Word Word The report model of the State of the project captures the state of the key elements of the project in a monthly view. Use this downloadable model to keep track of significant components of the project that are complete, in progress, waiting or at risk and outlining deadlines and details for imminent work. Download the Stoplight Excel project of the Stoplight Stoplight Report | Word | Reports on the state of the SmartSheet Stoplight project are an effective way to view the elements of the project that require immediate attention and additional planning. Use the traffic light button to define the parameters of Cié which constitutes a red, yellow or green state and make sure that the members of the customer and the team are on the same page as regards these conditions. This model helps to maintain the process simplified. Download Word Template Report Business Project | Google Docs A company project report is a detailed document that acts as a roadmap for a proposed or business project. This model of company project reports provides a solid base to expand according to your needs. It includes space for a content of a content, an executive summary, key activity of the project, a marketing analysis, a swot analysis, recommendations, appendages and more. Download it State Report model of the Excel project | Word | The management and operations of PDF information technology projects can be complex and involve many mobile parts. Between the budget balance, the adhesion to the medium project and the satisfaction of the needs of the parties concerned of the project, this model of status reports of the pre-built IT project will help guarantee the track and explanation of all the key components of the project.This model provides space for project goals, open and closed problems, requests for modification, resource assessment e current state of all the main categories of projects. Discover the essential suggestions for the management of the success IT project by checking this article. Download the Report model of the Excel construction project | Word | PDF | Google Docs actual reporting is a key factor for the overall success of a project. This pre-filled model report of the construction project includes all the main details of the project, such as daily performance, the materials and equipment used, the number of workers and working hours done on site, obstacles to progress and official visitors. In addition, the model includes space for inspector sign the report to ensure compliance project. To download a wide range of free models for building management, visit this page. Download Executive Project Report Template Word|PDF An Executive Project Report is a high-level view of the project that highlights progress of project, without entering the granular details of the project. Use this customizable report template on executive projects to communicate key project elements, including milestones, results, risks, problems, financial overview, and project requirements. Download Final Project Report Template Word|PDF The purpose of the final project report is to briefly summarize the results of a completed project clearly. This final project report template contains a table of content, plus space for team member names and roles, project summary, purpose, costs, risks, communication strategies, learning outcomeshigh-level project performance details, and more. Download Project Report Template for Excel Teams or Departments|Word |PDF Teams or departments can use this report to communicate the status of their activities of the project: they may indicate whether they have completed a task or if activity A is still in progress. Use this template to track activities key, team members involved, deadlines, progress scores, issues requiring attention, and others of the project to ensure that the teams or departments respect the scheduled times and complete the assignments. Download Project Report for Stakeholders and Excel partner | PDF uses this project report to provide the main stakeholders and partner a high-level visibility in in performance. Briefly summarize progress, project deliverables, start and end dates, outputs, and other major project details to keep stakeholders up to date on current project happenings. Download Project Post-Mortem Report Template Excel | Word | PDF This customizable project postmortem report template should be completed as a workshop comprised of key team members within a week of concluding the project work. This report highlights project details, such as accomplishments, problem areas, lessons learned, and more to facilitate the process of analyzing the performance of all the project's elements. Once you've completed this template, the project sponsor should sign off on it to formally close out the project. When writing a project report, stick to the facts and back up your claims with data. Consider using a template to give structure to your report, and tailor the report to your audience. We've outlined top report-writing tips below: Know Your Audience: The type and depth of information you communicate in a report will depend on the nature of your audience. For instance, managers and clients may have a better understanding of the concepts and terminology involved in a project than do stakeholders and other personnel. Effective project reporting, therefore, requires using the appropriate tone and phraseology and knowing when to share high-level versus granular project details. Give Structure to Your Report: Once you've identified your audience and which components of the project to communicate, organize the segments of the report so the information makes sense and is helpful to the reader. For example, you should place project identification and background details near the beginning of the report; place summarizing details near the end. Only Provide Facts: The report should remain objective and free from personal bias, regardless of whether the project is failing or performing successfully. If an opinion is needed, it should be labeled clearly and placed a separate section of the report. In addition, the charts, metrics, and other performance data presented in the report must be accurate and up-to-date for the information to be credible and meaningful to the reader. Use a template: Save time by building your report using a customizable template to get started. Templates are useful for process standardization, and you can easily adapt them to your needs. Use the free templates provided above for your reporting needs, and then check out this article for other project management templates. Use an online reporting tool: Keeping the development of a project aligned with business objectives is the foundation of project management, and the success or failure of a project can depend a lot on the tools used. Uses an online tool that displays data in different ways (e.g. Kanban whiteboards, Gantt views and dashboards), shows the real-time status of multiple projects, provides various levels of authorization, and allows you to set recurring reports (such tools can automatically send these recurring reports at a predetermined frequency to the designated stakeholders, allowing project managers to move to focus their attention on other critical issues of the project). From simple business management and project planning to complex resource and portfolio management, Smartsheet helps you improve collaboration and increase the speed of work, enabling you to achieve better results. The Smartsheet platform simplifies planning, capturing, managing, and reporting work from anywhere, helping the team to be more efficient and do more. Report on key metrics and get real-time visibility on the job, as with roll-up reports, dashboards and automated workflows created to keep your team going teehstramS teehstramS atiatary omed anu ineittO teehstramS sitary avorP .iggo ,etnematiutary teehstramS avorP .opmet id ossal ossets ollen eraf onassop lAip id otnauq erid id odom l Aâc non ,ottaf eneiv ehc oroval lus azzeraihc onnah maet i odnauQ .otamrofni e





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