



# WHITE PAPER

## The Top 6 Reports PMOs Need to Answer Stakeholder Questions

Take the Pain and Labor Out of Reporting



Ask Project Management Office (PMO) employees what they dread most and at the top of their list is likely to be generating laborious, time consuming, painful reports. While we can't wave a magic wand and remove reporting from the PMO's job description, we can make it easy, seamless, and fast—right out of the box.

Projectric reporting enables PMOs to consistently demonstrate their value to executive management using clear, qualitative measurements. In fact, top PMOs use our reports to show stakeholders how they boost company performance as a whole by improving organizational alignment, decreasing the number of failed projects, increasing ROI, and finishing projects on time and on budget.

Projectric's reports are designed to answer questions that stakeholders repeatedly ask, such as:

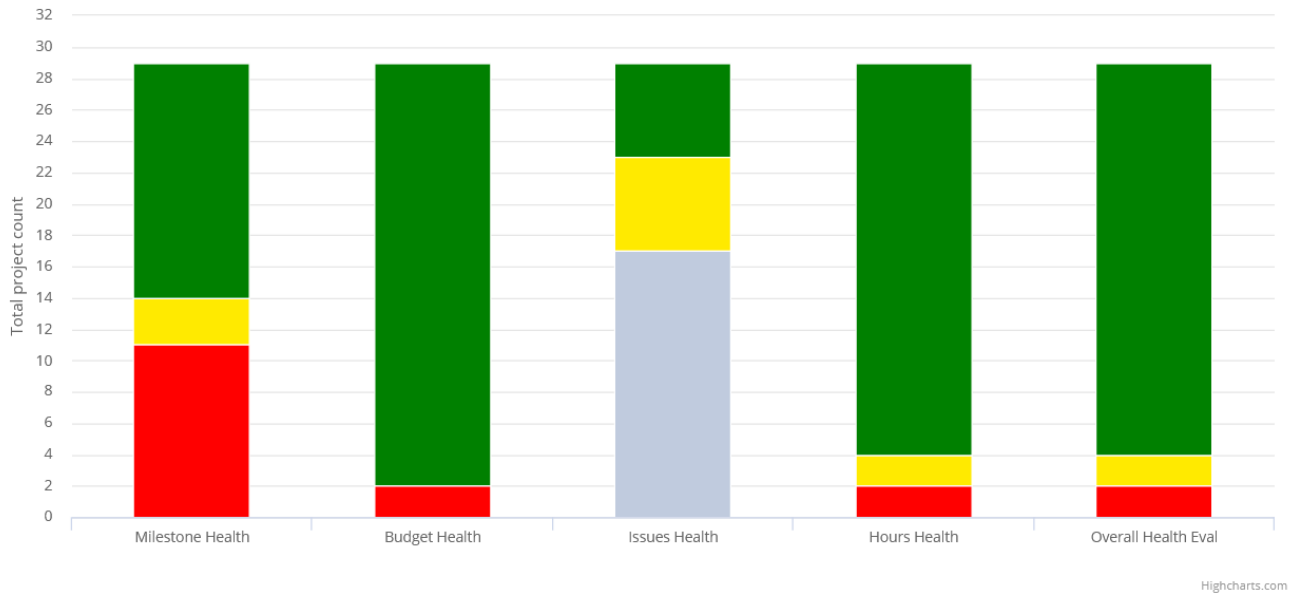
- ✓ “How are we doing?” — Overall Portfolio Health Report
- ✓ “Why didn't my project take priority?” — Scoring Risk/Reward Report
- ✓ “Are we on time?” — Delivery Status Report
- ✓ “Are we optimizing our processes?” — Process Management & Workflow
- ✓ “Are we optimizing our resources?” — Resource Capacity Management
- ✓ “Are we on budget?” — Budgeting Report

See the following reports for more information.

“ Projectric reports enable PMOs to consistently demonstrate their value to executive management using clear, qualitative measurements.”

## Active Health Report:

The Active Health report is designed to quickly answer the most common stakeholder question: “So, how are we doing?” It gives you a top-down view of all your projects.



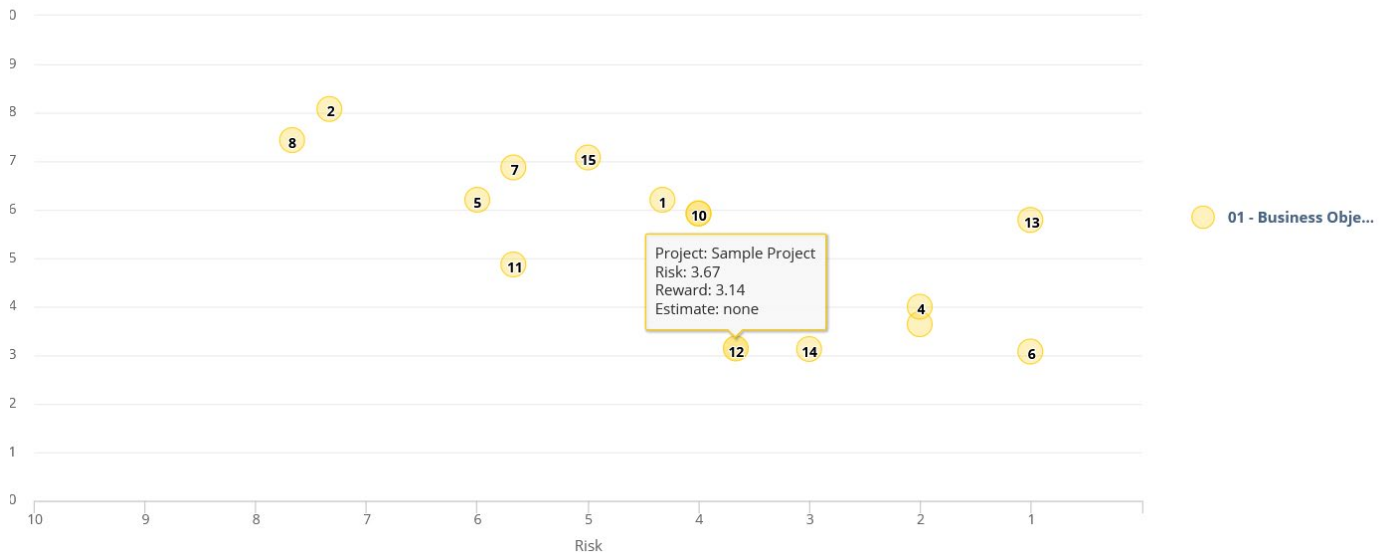
This report also helps PMOs:

- ✓ Identify and focus on low performing projects
- ✓ Quickly make informed decisions
- ✓ Spot potential issues or trends



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## Scoring Risk/Reward Report:



Equipping your PMO with an out-of-the-box scoring system that can be customized to your goals is essential. Scoring takes the guesswork out of choosing and prioritizing projects by applying the same objective criteria to each project.

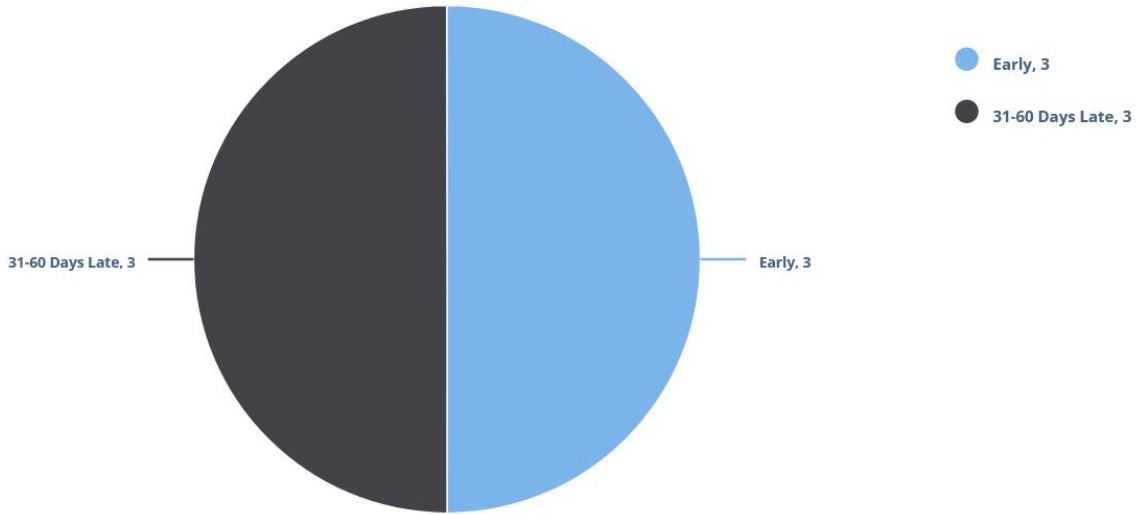
The Scoring Risk/Reward report helps PMOs answer the dreaded question, “Why didn’t my project take priority?” It explains which projects are most beneficial to the overall organization. Picking the wrong projects will cost the organization time, energy, and money.



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## Delivery Status Report:

With Original Project Rollout within past 12 months: Actual vs. Original



PMOs can face scope creep and other obstacles that make it tough to deliver on time. The Delivery Status report is designed to show the performance of completed projects based on their original time commitments, and to identify projects that have fallen behind.

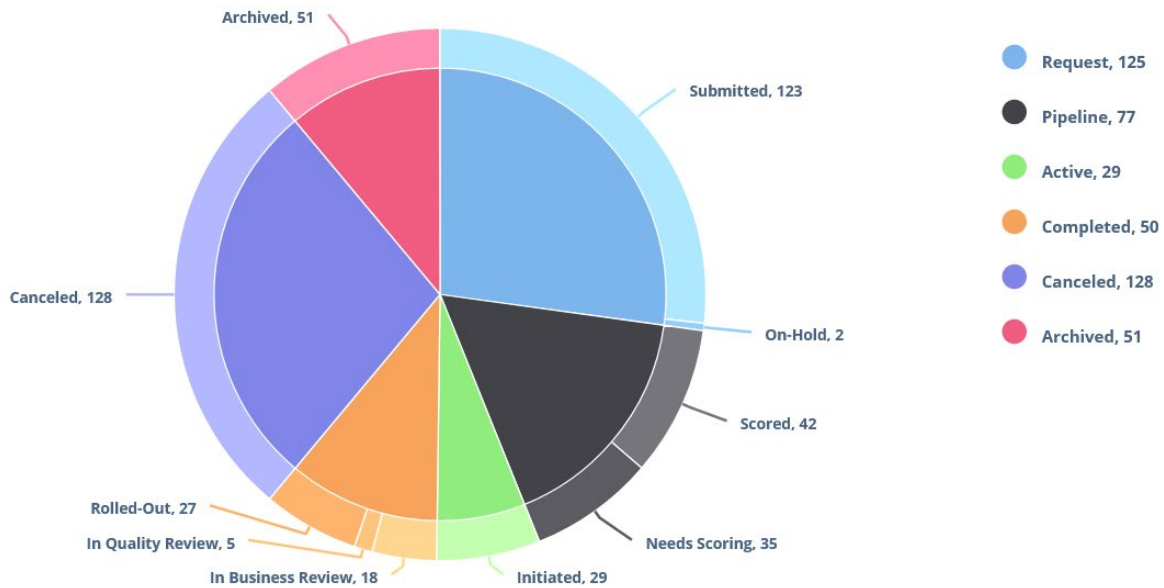
This report can also help PMOs adjust their goal setting to be more realistic from the start by looking at historical goals and trends.



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## Workflow by Lifecycle:

Workflow Status-Outer Circle



Process Management and Workflow reports help answer questions around process optimization, milestones, and project obstacles. With Projectric you can quickly see the number of projects by workflow and lifecycle stage, allowing for results-oriented follow-up.



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## Resource Capacity Management:

RESOURCE	DEPT	MAIN ROLE/SKILL	WEEKLY LOAD PERCENTAGES													
			07/26	08/02	08/09	08/16	08/23	08/30	09/06	09/13	09/20	09/27	10/04	10/11	10/18	
David Allen	IT	Project Manager	70 %	70 %	70 %	70 %	70 %	70 %	70 %	70 %	70 %	70 %	70 %	70 %	70 %	70 %
Geri Allen	IT	Developer	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Jackie Allen	IT	Project Manager	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Bachana Biblala	IT	Administration	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Frank Black	Business	AAA	60 %	60 %	60 %	60 %	60 %	60 %	60 %	60 %	60 %	60 %	60 %	60 %	60 %	60 %
Seneca Black	Web Development	Developer	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Agnes Church	IT	Business Systems Analyst	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
John Coblentz	Business	Administration	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %

The term resource can refer to different types of assets. In this report, we focus on the most important resource: your people. Organizations today are under increasing pressure to deliver projects with shrinking timelines and budgets. As a result, it's more important than ever for resources to be fully utilized.

The Resource Capacity report shows stakeholders:

- ✓ A realistic view of both demand and capacity to deliver
- ✓ A view of resources needed for future projects, so they can facilitate headcount and make better hiring decisions
- ✓ How you are optimizing resources by prioritizing high value work with available resource capacity



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## Budgeting Report:

JOB MANAGER	SPONSOR	ANALYST	BUDGET HOURS	%	BUDGET	OTHER MONEY APPROVED BUDGET	HOURS*RATES APPROVED BUDGET	PROJECT HOURS APPROVED BUDGET	OTHER MONEY ACTUAL TO DATE	CURRENT ETC (BUDGET)	HOURS*RATES CURRENT ETC	PROJECT HOURS CURRENT ETC
			●	●	0					0		
Brooks Daniel	Wes Anderson	Wes Anderson	●	●	45	6,250.00	6,250.00		4,000.00	2,200.00		
Agnes Church	David Allen	Agnes Church	●	●	45	125,000.00	125,000.00	120.00	21,000.00	65,000.00		100.00
Joe Henderson	Bethany Daniel		●	●	0					0		
Joe Henderson	Bethany Daniel		●	●	0					0		

Budget management plays an essential role in project and portfolio management. Improved financial control and spend tracking enables your organization to tackle more projects and reach more goals. As part of the initial project setup, Project Managers need to define/baseline the project budget. This report enables PMOs to quickly answer questions related to the cost of the project and to make sure they are alerted before costs get out of control.

These six vital reports can help PMOs better control their projects and their portfolios to ensure project, program, and portfolio success. The reports are easy to set up and run, removing one of project managers' least favorite tasks and enabling better project control.



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