PROJECT STATUS REPORT EXAMPLE

LMT/PEL LIMS DEPLOYMENT PROJECT

Table 1. Progress Report

Project Name: LMT/PEL LIMS Deployment Project

Project Manager: Mary Smith

Report Date: December 15, 2006

Project Start Date: 2/6/2006

Original Planned Completion: January 2008

Revised Completion Date: December 2008

Project Summary Information
- The transition of LMT data from the FINCH system to the LIMS module developed by Group A is nearly complete. Although the data has not completely loaded into the LIMS for final testing, operationally, the LIM system is stable.
- Documentation for the LMT LIMS developed by Group A is expected to be delivered at the end of January 2007 at which time, transition of the LIMS to Group B will be considered complete.
- Development of the caBIG compliant LMT LIMS is proceeding as planned although some tasks had to be accomplished in a different sequence than originally planned. While this did not affect the completion of the project, funding issues affected planned recruitment and, therefore, the overall project schedule.
- Recruitment of the Programmer 3 position has begun; candidate to be interviewed Jan 2007.

2007 Project Budget: $285,945

Labor: $********
Equipment: Hardware, Software: $5,500
Travel: $10,000 (LIMS Meetings)

2007 Cost to date: $*****.***

Executive Summary:
- The expertise of the LIMS Integrator in developing LMT caBIG compliant LIM systems has been vital to the success of the current project.
- Transition of the caLIMS from group A is proceeding well.
- Funding issues delayed recruitment of the second and third programmers and consequently, the schedule.
- The second programmer being recruited; a qualified applicant has been found.
- Recruitment for the Helpdesk support will begin in February.