

## LOTUS NOTES DATABASE INSTRUCTIONS

### Project Status Report (M135)

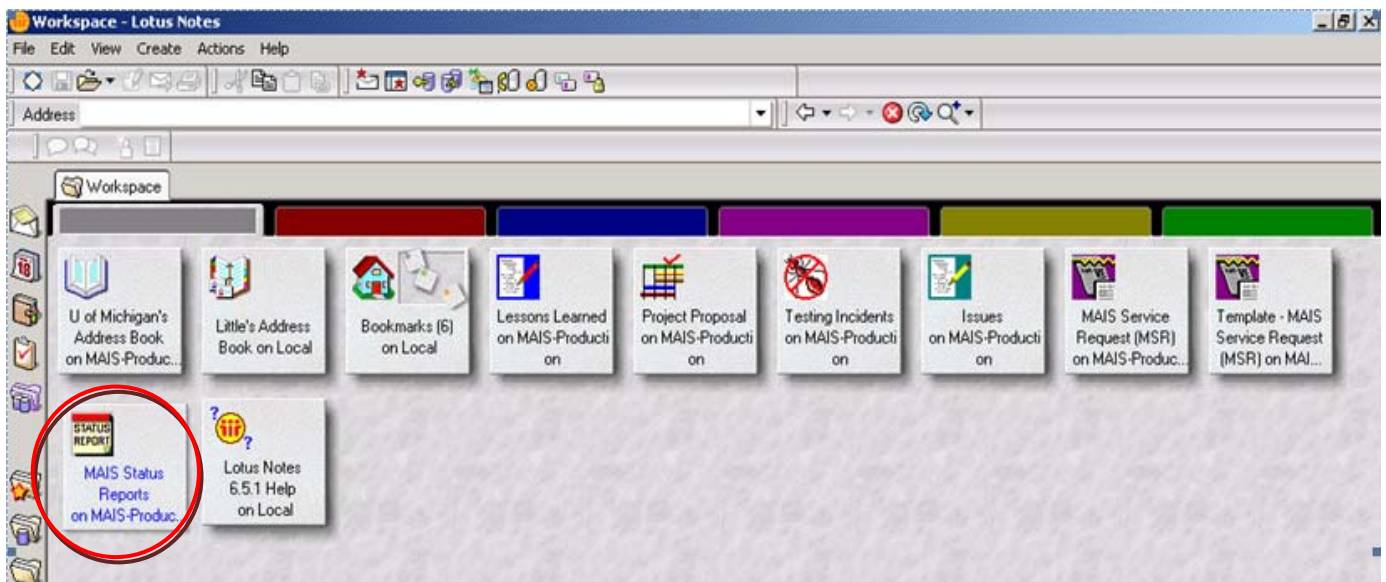
#### Lotus Notes Access Requirements

Project Team Leads must have editor access to documents in the database in order to create reports.  
All MAIS staff have read access.

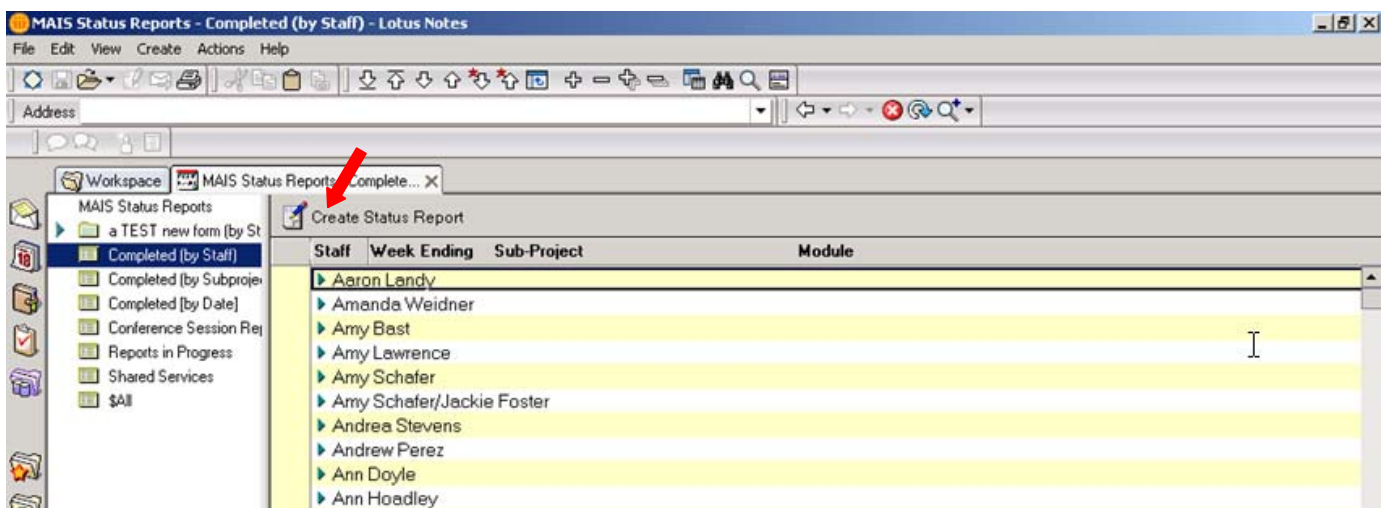
#### Running a Project Status Report

Note: Reports must be completed by 5:00 pm every Friday.

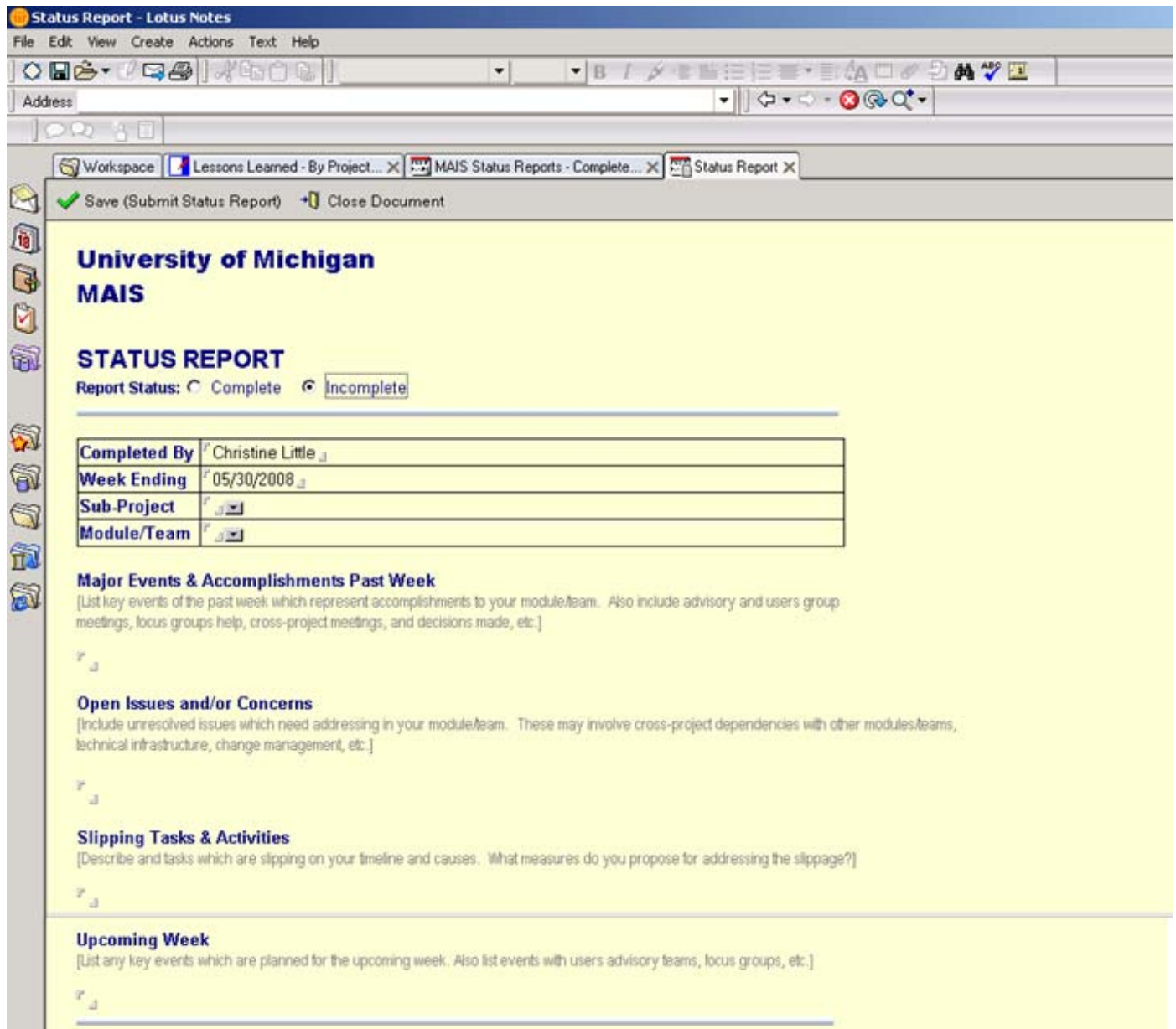
- Within Lotus Notes, navigate to **MAIS Status Reports on MAIS-Production.**



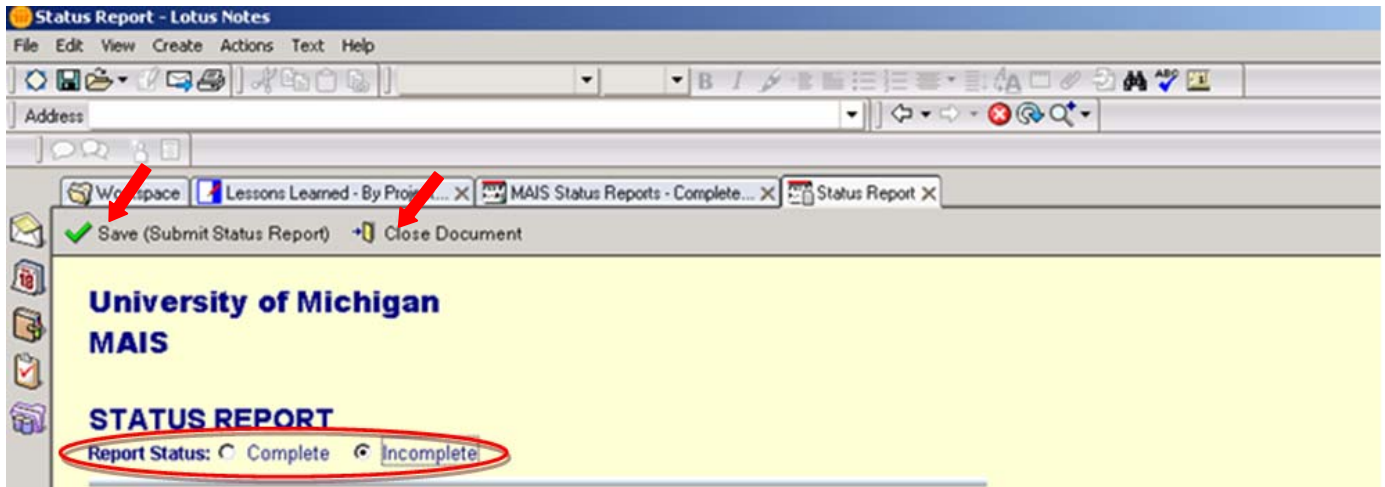
- Select **Create Status Report.**



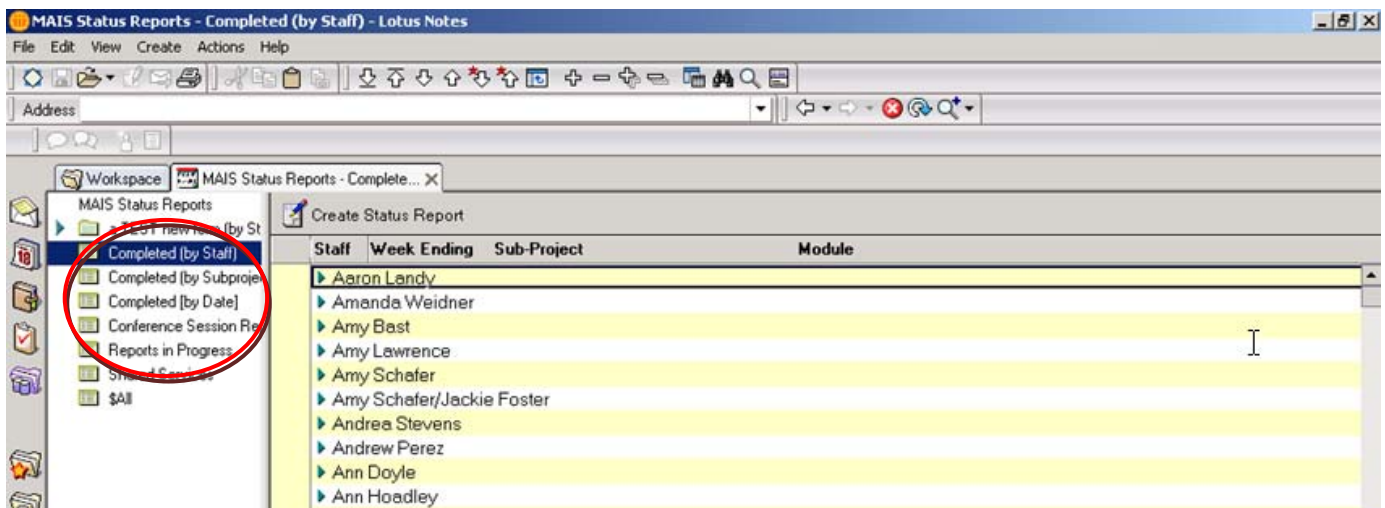
- Complete fields provided in the **STATUS REPORT** Screen. Input field remarks as a bullet list. Each bullet point should contain a short action sentence. The report should address:
  - Major events and accomplishments of the past week (related to project milestones and deliverables).
  - Open Issues impacting work effort, including proposed mitigation efforts needed to address these.
  - Slipping Tasks, including planned mitigation efforts to address these.
  - Upcoming week key events (related to project milestones and deliverables).
  - Dependencies impacting next week's work effort.



- Click **Save (Submit Status Report)** to save your information in the database.
  - Note: This does not formally submit your status report; it simply saves the information for later retrieval.
- In **Report Status**, click **Complete** if there are no further additions or **Incomplete** if you plan to add additional information later.
  - Note: Throughout any given week, you can log items in the database for inclusion in the upcoming Friday report.
- Click **Close Document**.



- To retrieve a document in **Complete** status, locate it in any of the Completed folders (select the desired view). To retrieve a document in **Incomplete** status, locate it in the Reports in Progress folder.



- When your report is fully complete, distribute it to the Project Team as specified in the Project Communication Plan. The suggested method is to open the **STATUS REPORT** screen, copy the screen into a Microsoft Word document, and send via email.

## Need Further Assistance?

Please contact the specific manager of your project or work team.

### Document Change Control Project Status Report (M135)

Version Number	Date	Revision Author	Description
1.0	05/28/08	SS-KS	Converted to new format; updated Lotus Notes screen shots; submitted for review
1.0	06/06/08	SS-KS	Approved for production.

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