**Data Item Description**

**Status Report**

**PM260**

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| **Status Report** | **PM260** |

**Purpose**

The purpose of the Status Report is to provide the Subcontract Authority with an up-to-date, succinct, relevant, focused, brief ‘snap shot’ view of the Supplier’s present performance and possible effect on the Project’s overall schedule. e.g. A ‘Cost, Schedule and Performance’ status report. It is to be maintained by the Representative of the Supplier responsible for managing the Subcontract. The Status Report shall be up-to-date and continuously ‘live’ on an electronic platform available to the Purchaser.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) of Schedule D1 (SOW).

**Format and Content**

The Status Report shall, as a minimum, contain the status of the following elements of the Subcontract:

1. planned work scope completion per week and cumulative;
2. actual-to-planned work scope completion since last and cumulative;
3. variance analysis where actual work scope completion is behind planned work scope completion. Variance analysis shall segregate variance into two (2) categories:
   * + - 1. non-recoverable schedule variance (work scope planned for completion, but not accomplished and conditions will not allow recovery to schedule);
         2. recoverable schedule variance (work scope planned for completion, but not accomplished and conditions will allow for corrective action to recover to schedule);
4. root cause(s) for variance;
5. corrective action(s) to address root cause(s) of:
6. non-recoverable schedule variance and corrective actions will address how the Supplier will prevent similar circumstances leading to further non-recoverable schedule variance
7. recoverable schedule variance will address corrective action(s) plans to get back on schedule with estimated date of recovery
8. assessment of success of implemented corrective action(s) and modification(s) to corrective action(s) where expected recovery not being achieved;
9. a calculated Schedule Performance Index (SPI) for the week and cumulative;
10. staffing profile;
11. risk impacts and mitigation; and
12. Issues, if any.
13. The purchaser requires the attached template A or template B (as applicable to the phase) to be submitted weekly as part of its Status Report.