

<u>City council</u> Project ID Reporting Period Planned Budget Expended Budget Schedule Status Projected Completion Date Milestones Accomplishments Risks Change Requests	<u>Stadium building contractor</u> Project ID Reporting Period Planned Budget Expended Budget Schedule Status Projected Completion Date Team Members Released Team Members Projected Releases Milestones Accomplishments Projected Goals Changes Implemented Issues Risks Change Requests	<u>Other building contractors</u> Project ID Reporting Period Planned Budget Expended Budget Schedule Status Projected Completion Date Team Members Released Team Members Projected Releases Milestones Accomplishments Projected Goals Changes Implemented Issues Risks Change Requests	<u>Project manager for celebration</u> Project ID Reporting Period Schedule Status Projected Completion Date Team Members Released Team Members Projected Releases Milestones Accomplishments Projected Goals Risks Change Requests
<u>Architects</u> Project ID Reporting Period Planned Budget Expended Budget Schedule Status Projected Completion Date Milestones Accomplishments Projected Goals Changes Implemented Issues Risks Change Requests	<u>Occupants of buildings that are being renovated</u> Project ID Reporting Period Schedule Status Projected Completion Date Milestones Accomplishments Projected Goals	<u>Public relations manager</u> Project ID Reporting Period Schedule Status Projected Completion Date Milestones Accomplishments Projected Goals Risks Change Requests	<u>City residents & Tourists</u> No report

City council

A detailed project progress report should be distributed to the city council. In their report, you may want to include a detailed list of the milestones and accomplishments that have been completed to highlight the good work that has been done and the cost of that work. The report also needs to say that there is a risk of the stadium not being completed without additional resources. Finally the report needs to be specific about change requests for mitigating the risk of the stadium not being completed.

Stadium building contractor

The building contractor needs to know the status of the budget so he can plan accordingly. He may also need to know what team members may be available to help him get back on schedule, he should have a detailed status of team members. He would also need to see details about the rest of the project so he knows how his tasks and the progress of the stadium are affecting other aspects of the project. Finally he should see what you are reporting to other people on the project so he knows what you're reporting to others and what others expect of him.

Other building contractors

The other contractors could receive the same information as the stadium building contractor to keep them all updated and to communicate the same information to all of them.

Architects

It would be helpful for the architects to get detailed information about how the project is progressing so that they can plan for future projects. For example, the details about the stadium construction could help them in their designs and estimates for other similar construction projects.

Building occupants

The report for the occupants would highlight the milestones that have been accomplished to show how much substantive work has been done, and it could show specific completion dates for different parts of the project so that the occupants could make plans for their businesses accordingly.

Project manager of other project

The project manager for the celebration project needs a report that shows specific completion dates and specifies the risks to the stadium completion and what is being done to mitigate them. The other project manager may be able to help mitigate the risks, and she definitely needs to have a risk mitigation plan ready for her own project in case the stadium isn't done in time. This report may also indicate which personnel resources may be available so that the other project manager can use them if needed.

Public relations manager

Though the public relations manager won't necessarily share the changes, issues and risks with the public, she needs to know what they are so she is prepared to address them in case they become visible to the public. She will want to be the first to inform the public if there are problems.

City residents and tourists

The type of information contained in a project progress report is typically too detailed for the public. The public relations manager works with the press to distribute information to the public about the status of the project.