

Report Generation Frequency

REPORT	PURPOSE	FREQUENCY
Program Review	Facilitate project status review by large groups	Every 4 weeks
Gantt Chart	Provide detailed activity information to project team	Every 4 weeks
Look Ahead	Show activities that should be worked on in the upcoming months	Every 4 weeks
Critical Path	Show activities on the critical path	At baseline and by request
All Data Spreadsheet	Provide activity and header data for all projects statewide for sorting & filtering	Every 2 weeks
Tabular Activity Report	Provide update on status & verify updates were entered	Every 2 weeks

- Each report has a time stamp in the upper right corner
- PMs may request reports from their SSC as needed

Report Dates (Friday of Timesheet Week)

- January 31 – Includes Program Review Report
- February 14
- February 28 – Includes Program Review Report
- March 14
- March 28 – Includes Program Review Report
- April 11
- April 25 – Includes Program Review Report
- May 9
- May 23 – Includes Program Review Report
- June 6
- June 20 – Includes Program Review Report
- July 7 –Posted Monday Because of Holiday
- July 18
- August 1 – Includes Program Review Report
- August 15
- August 29 – Includes Program Review Report
- September 12
- September 26 – Includes Program Review Report
- October 10
- October 24 – Includes Program Review Report
- November 7
- November 21 – Includes Program Review Report
- December 5
- December 19 – Includes Program Review Report