- 10.5 Report performance
  - Collect work performance information
    Asking for feedback on reports from stakeholders
    Analysing reports & sending information to stakeholders
    Enure P meets business case for which it was selected
  - Take action to ctrl the project
  - Measure performance against other metrics determined by the PM
  - Determine variances & if they warrant a corrective action / change request
  - Influence the factors that cause change
  - Request changes
  - Inform stakeholders of results of change requests
  - Updt PP / P doc's
  - Create forecasts
  - Report on P performance and solicit feedback
    - Types of reports
      - Reports look into past; PM NEEDS to look FORWARD too
      - Status report
        - Where P stands regarding Performance measurement baseline
      - Progress report
        - Describes what has been accomplished
      - Trend report
        - Examines P results over time
      - Forecasting report
        - Predicts future P status & performance
      - Variance report
        - Compares actual results to baselines
      - Earned Value report
        - Integrates scope, cost, schedule measures assessing P performance => Cost mgmt. chapter (PV, EV, AC, etc...)
      - Lessons learned documentation
        - Performance reports are used for lessons learned
  - Involves
    - Reports provide lvl of detail required
    - Reports are designed to the need of P
    - Use appropriate comm. method
    - Reports include measurements against P perf. baseline
    - Reports are truthful / don't lie
    - Report: COST / SCOPE / SCHEDULE / QUALITY performance
    - Create forecasts / look into future
    - Get feedback
  - Tools/Techniques
    - Variance Analysis
    - Forecasting Methods
    - Comm. Methods
    - Reporting System
  - Input
    - PP
    - Work Performance Information
    - Work Performance Measurement
    - Budget Forecasts
    - OPA
  - Output
    - Performance Reports
    - Updt. OPA
    - Change Requests