Project Report Out (PRO)

The Project Report Out is a project update that Project Managers send on a regular basis. In Conduite, they are expected to send it twice a month on every 2nd and 4th Thursday.

The PRO is sent from the Project Dashboard of a project and contains the main project KPIs as well as narrative components that detail was was done in the previous and upcoming project periods.

Field	Description
Project ID	This is a unique identifier for the project. This is the ID of the Google Spreadsheet file. This field is preloaded.
Project Name	The name of the project This field is preloaded.
Project Status	A traffic light indicator that reflects the current overall status of the project. **Tip:** Make sure to set a clear definition for each color in order to have consistence across PROs and projects.
Labor - Execution Rate	The current Execution Rate of the project. This field is preloaded.
Labor - Execution Efficiency	The current Execution Efficiency of the project. This field is preloaded.
Expenses - Margin Accrued	The current Accrued Margin on expenses of the project. This field is preloaded.
What happened in the last 2 weeks?	A summary of what has been done in the last 2 weeks or since the last PRO was submitted. **Tip:** Make sure to include any context that helps understand the values of the project KPIs.
What is planned for the next 2 weeks?	A summary that details what the project team expects to do in the next 2 weeks. **Tip:** Make sure to include any strategy adjustment details.