

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 what 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. <input type="checkbox"/> This field is preloaded.
Project Name	The name of the project <input type="checkbox"/> 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 consistency across PROs and projects.
Labor - Execution Rate	The current Execution Rate of the project. <input type="checkbox"/> This field is preloaded.
Labor - Execution Efficiency	The current Execution Efficiency of the project. <input type="checkbox"/> This field is preloaded.
Expenses - Margin Accrued	The current Accrued Margin on expenses of the project. <input type="checkbox"/> 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.

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