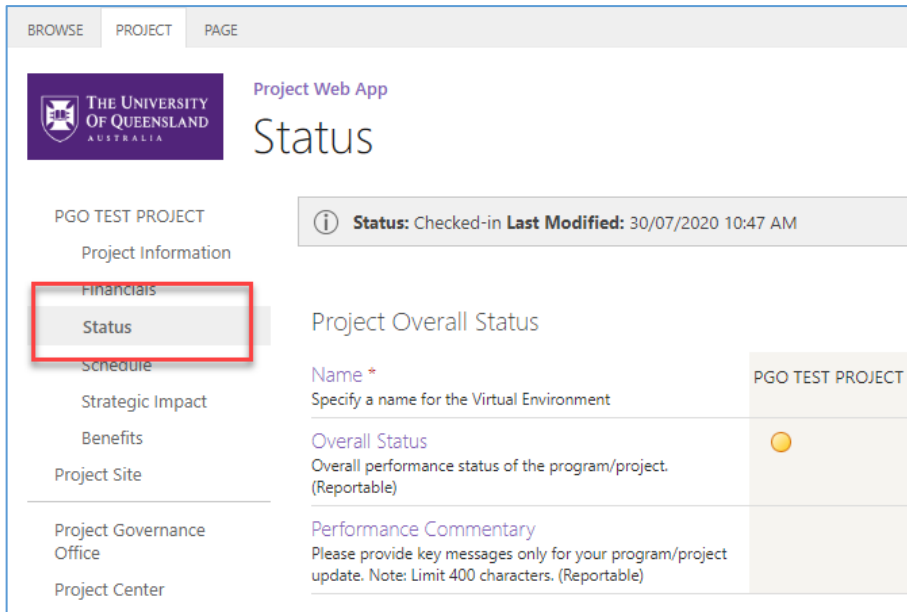
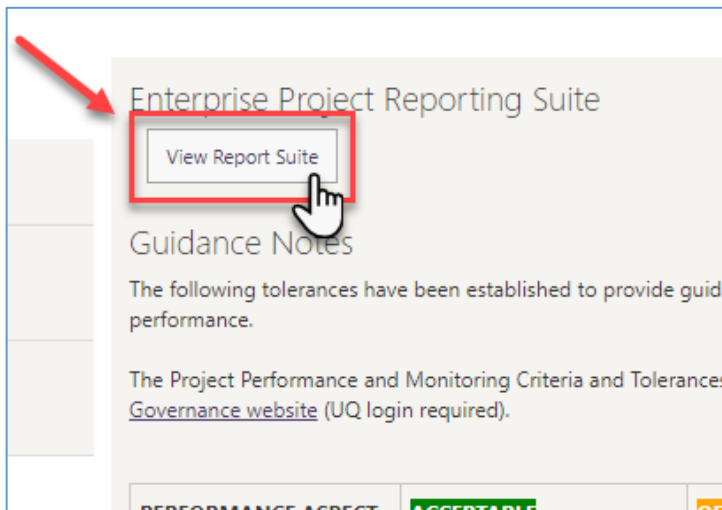


## View Enterprise Project Reporting Suite

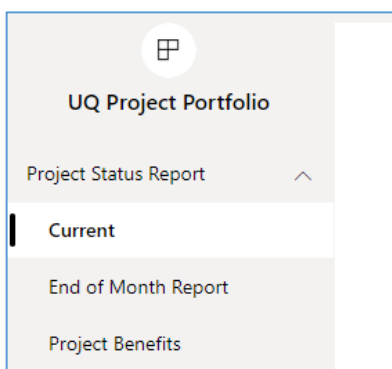
1. Navigate to your Project Record in ProTRAC (<https://uq.sharepoint.com/sites/pwa-coo/Projects.aspx>)
2. Select the **Status** project detail page (PDP), located in the menu on the left hand side



3. Select **View Report Suite**, located above the Guidance Notes pane on the right hand pane. PowerBI should then load in a separate tab/window.



4. There are currently 3 reports available; Current, End of Month and Project Benefits. Note the key features of each:



**Current**

**Project Status Report - Current**  
09-Mar-20

**Data Integration Project**

Report View

Chief Operating Officer (COO)

ASSURANCE PLANNED (Blank)  
Next scheduled date (Blank)  
ASSURANCE COMPLETED (Blank)  
Last completed date (Blank)

CURRENT OVERALL STATUS: 13/01/2019, 19/02/2020, 27/01/2020 (G, G, G)

STATUS TREND: 31/10/2020 (G)

Overall Status from most recent 3 snapshots

PERFORMANCE CRITERIA	19/02/2020	Current	REASON FOR AMBER OR RED IN CURRENT REPORTING PERIOD AND PROPOSED ACTIONS TO GREEN:	PROJECT COMMENTARY
Schedule	G	G	Current Status	PROJECT COMMENTARY
Budget	G	G		
Scope	G	G		
Risks	G	G		
Issues	G	G		
Quality	G	G		
Resources	G	G		
Stakeholder Engagement	G	G		
Change Management	G	G		
Benefits Realisation	G	G		

WORK ACCOMPLISHED (This Period)

WORK PLANNED (Next Period)

**End of Month**

This report allows users to compare different snapshot dates. The values returned in columns marked 1 and 2 will toggle according to what is selected under **Comparison Snapshot Date (1)** and **Reportable Snapshot Date (2)**.

**Project Status Report - EOM**  
09-Mar-20

**Data Integration Project**

Report View

Chief Operating Officer (COO)

ASSURANCE PLANNED (Blank)  
Next scheduled date (Blank)  
ASSURANCE COMPLETED (Blank)  
Last completed date (Blank)

COMPARISON STATUS: G

REPORTABLE STATUS: G

Comparison Snapshot Date (1): 27/01/2020

Reportable Snapshot Date (2): 19/02/2020

PERFORMANCE CRITERIA	1	2	REASON FOR AMBER OR RED IN CURRENT REPORTING PERIOD AND PROPOSED ACTIONS TO GREEN:	PROJECT COMMENTARY
Schedule	G	G	Not applicable this reporting period	PROJECT COMMENTARY
Budget	G	G		
Scope	G	G		
Risks	G	G		
Issues	G	G		
Quality	G	G		
Resources	G	G		
Stakeholder Engagement	G	G		
Change Management	G	G		
Benefits Realisation	G	G		

WORK ACCOMPLISHED (This Period)  
Not applicable this reporting period

WORK PLANNED (Next Period)  
Not applicable this reporting period

FINANCIAL SNAPSHOT

UPCOMING MILESTONES

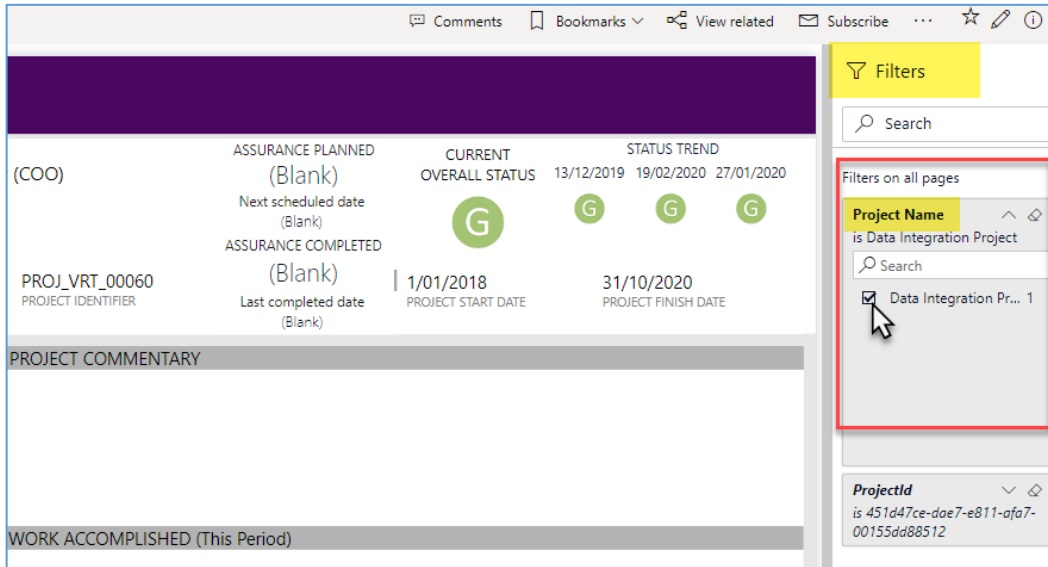
**Project Benefits**

This report brings across benefits data from the Benefits Project Detail Page. For more guidance on Benefits profiling, please visit the [PGO website](#).

## Export Project Status Report

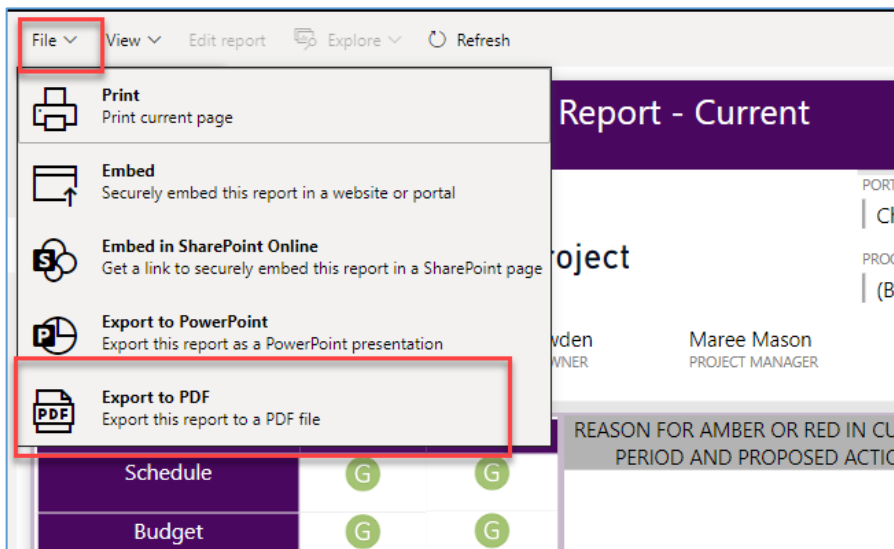
Project Status Reports can be exported to PDF. Currently, exports will include reports from both the Current and EOM views.

1. On the right of the page, open the 'Project Name' filter
2. Select the only 'Project Name' available in the list



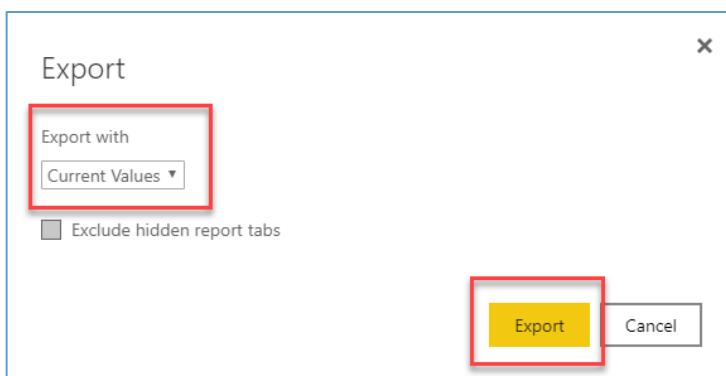
The screenshot shows a project status report for project (COO) with ID PROJ\_VRT\_00060. The report includes sections for Assurance Planned, Current Overall Status (G), Assurance Completed, and Project Commentary. On the right, a 'Filters' panel is open, showing a search bar and a list of filters. The 'Project Name' filter is selected, and the only option in the list is 'Data Integration Pr... 1', which is checked. Below the filters, the 'ProjectId' is displayed as 'is 451d47ce-dae7-e811-afa7-00155dd88512'.

3. From the **File** menu, select **Export to PDF**



The screenshot shows the 'File' menu open, with options: Print, Embed, Embed in SharePoint Online, Export to PowerPoint, and Export to PDF. The 'Export to PDF' option is highlighted with a red box. The background shows a 'Report - Current' for a project, with a table for 'Schedule' and 'Budget' showing 'G' status.

4. Leave Export With option as Current Values, and click **Export**. Report will then download.



The screenshot shows the 'Export' dialog box. The 'Export with' dropdown menu is set to 'Current Values' and is highlighted with a red box. Below it, there is a checkbox for 'Exclude hidden report tabs' which is unchecked. At the bottom, the 'Export' button is highlighted with a red box, and the 'Cancel' button is also visible.