

SECTION E-4.2

PROJECT STATUS REPORT

UHS, INTERNAL AUDITING DEPARTMENT

Project Status Report

Project Name, Project Number

Update:

Date

| WK Ending<br>Date | Staff<br>Assign. | Actual Hours    |                | Bud<br>Hrs | Hour<br>s<br>Left | %   | %<br>Com<br>p | Budget<br>Diff. |                                  |
|-------------------|------------------|-----------------|----------------|------------|-------------------|-----|---------------|-----------------|----------------------------------|
|                   |                  | Current<br>Week | Hrs to<br>Date |            |                   |     |               |                 |                                  |
| PLANNING          |                  |                 |                |            |                   |     |               |                 |                                  |
| <i>Date</i>       | <i>Initials</i>  | 10.0            | 10.00          | 200        | 190.0             | 5%  | 0%            | -5%             | <i>Description of activities</i> |
| <i>Date</i>       | <i>Initials</i>  | 5.0             | 15.00          | 200        | 185.0             | 8%  | 5%            | -3%             | <i>Description of activities</i> |
| PLANNING TOTAL    |                  | 15.00           |                |            |                   |     |               |                 |                                  |
| FIELDWORK         |                  |                 |                |            |                   |     |               |                 |                                  |
| <i>Date</i>       | <i>Initials</i>  | 40.0            | 55.00          | 200        | 145.0             | 28% | 40%           | 13%             | <i>Description of activities</i> |
| <i>Date</i>       | <i>Initials</i>  | 54.0            | 109.00         | 200        | 91.0              | 55% | 85%           | 31%             | <i>Description of activities</i> |
| <i>Date</i>       | <i>Initials</i>  | 23.0            | 132.00         | 200        | 68.0              | 66% | 95%           | 29%             | <i>Description of activities</i> |
| FIELDWORK TOTAL   |                  | 117.00          |                |            |                   |     |               |                 |                                  |
| REPORT            |                  |                 |                |            |                   |     |               |                 |                                  |
| <i>Date</i>       | <i>Initials</i>  | 25.0            | 157.00         | 200        | 43.0              | 79% | 95%           | 17%             | <i>Description of activities</i> |
| <i>Date</i>       | <i>Initials</i>  | 15.0            | 172.00         | 200        | 28.0              | 86% | 100%          | 14%             | <i>Description of activities</i> |
| REPORT TOTAL      |                  | 40.00           |                |            |                   |     |               |                 |                                  |

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|               |        |  |  |  |  |  |  |  |
|---------------|--------|--|--|--|--|--|--|--|
| PROJECT TOTAL | 172.00 |  |  |  |  |  |  |  |
|---------------|--------|--|--|--|--|--|--|--|

EXAMPLE