

Types of Project Management Reports

[Project Management Reports](#) tell you **everything** you need to know about a project, a task, time spent, your schedule, and much more. Reports can be created in seconds and shared with anyone, anytime, from anywhere. Plus, they look great — on the web, in presentations, and when printed.

Reports come in different types, grouped by **Project**, **Profitability**, **Task**, and **Time** report. These can be selected when you add or edit a report from the **Type drop-down**.

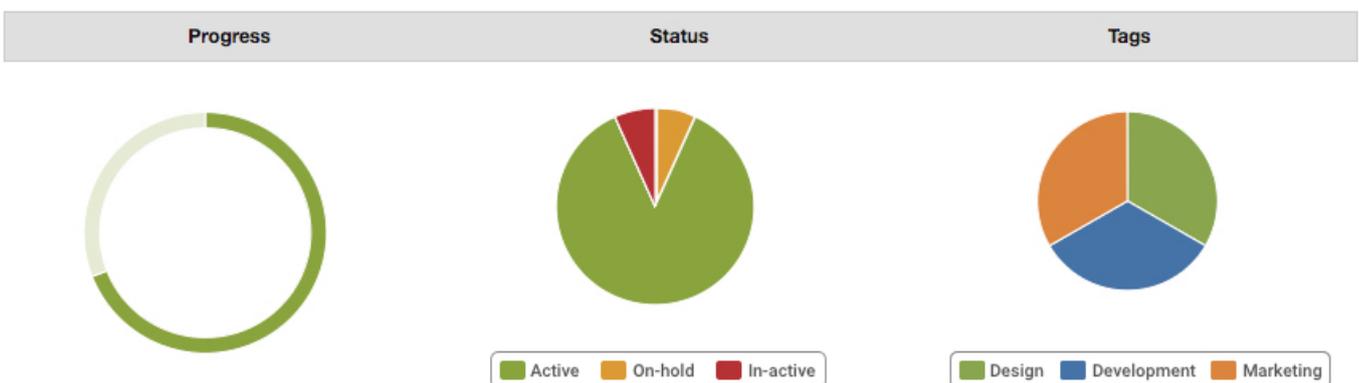
A few benefits of project reports are as follows:

1. Easy tracking of current progress for everyone associated with the project
2. Early risk identification to take suitable actions and mitigate its impact
3. Effective budget management by tracking expenditure
4. Better visibility and control of different aspects related to a project

In this article, you'll learn about:

- [1. Summary Reports](#)
- [2. Project Profitability Reports](#)
- [3. Timeline Reports](#)
- [4. Time Reports](#)

Summary Reports



Task	Tags	Due Date	Progress	Status
Project Approval		Apr 30th 2018- May 1st 2018	20%	Active
Meeting with management		Mar 12th 2018- Mar 30th 2018	100%	Completed

The summary reports (**Project and Task Summary**) tell you the most important things about your projects and tasks, such as **progress**, **due date**, and **current status** in an easily digestible format.

ProProfs lets you **customize** reports. You can set various filters on what data is shown, specify in what order items appear, and you can choose to show or hide multiple columns.

Reports are best used to get an **overview** of a project, see when specific tasks are **due**, how complete they are based on **progress** and **status**, and who is working on what. In addition, it helps in **early risk identification** by providing better **visibility** of aspects and gives you complete **control** over the project.

Customizing Reports

When you add or edit a summary report, advanced options are at the bottom of the form to customize **certain aspects** of the report. For example, in the project and task summary reports, you can **choose** what columns show, hide the charts, or show the descriptions of projects and tasks.

Expanded Tasks

For some types of reports, you can choose whether you **expand** to tasks and subtasks or not. The default shows all depths (expanded) of tasks and sub-tasks, but you can **disable** this option and show the parent if you wish.

Filters

Many filters can be applied, for example, **by project, client, user, tag, status, date range**, and so on. The filters you will have access to depend on what type of report you are displaying.

Exporting

You can **export** the data in the report to **CSV** by clicking the '**Export to CSV**' button. We'll do our best to match the filters you have set up, e.g., open projects or a date range, but the data won't always be precisely what you see in the report.

You can find more information on data exporting in our **Developers** section.

Project Profitability Reports

10/21/21, 2:29 PM

Profitability Report

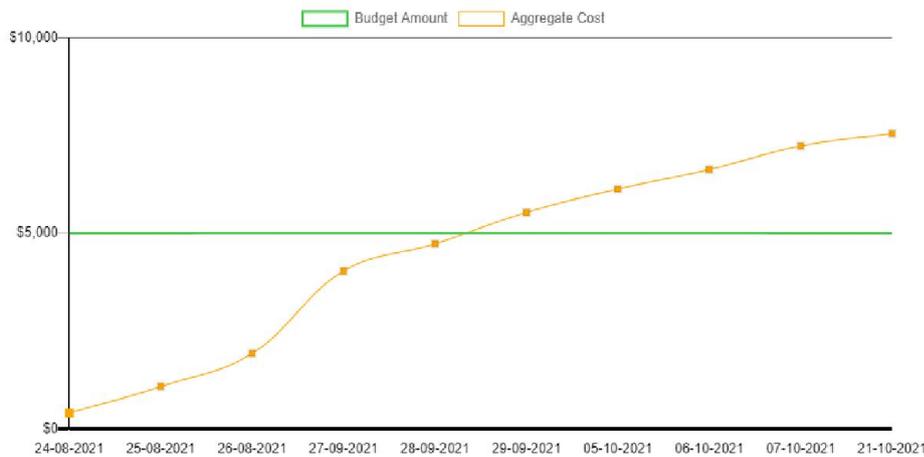
Project Profitability Report

Financial Summary

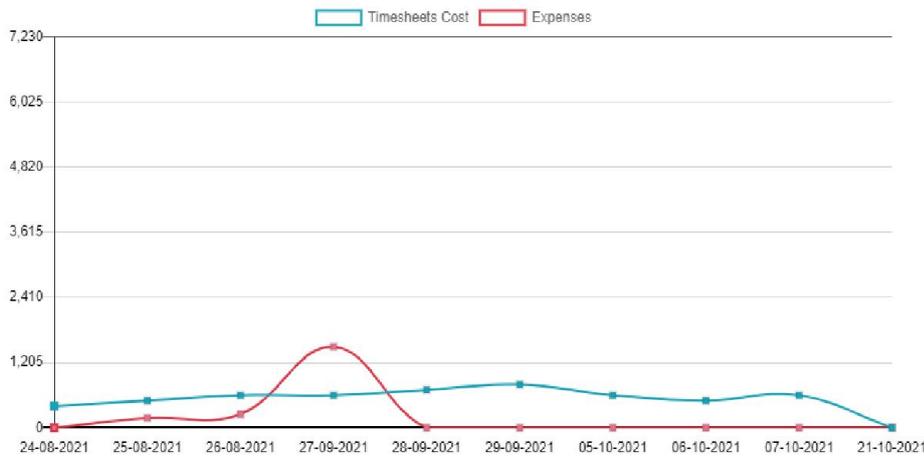


Budget Amount	\$5,000.00
Cost To Date	(\$7,230.00)
Total Timesheets	(\$5,300.00)
Total Expenses	(\$1,930.00)
Project Margin	-44.60%
	-\$2,230.00

How is the accumulated cost?



How is the daily spend?



How is the accumulated time tracked?

<https://proprofs229.projectbubble.com/viewreport/cVTTynnp5Br4ePDu?type=1>

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The **project profitability report** lets you track your project expenditure in comparison to your budget allocation. It provides a detailed overview of total costs incurred versus your set budget and displays your profit margin.

Financial Summary

It is a summary of finances related to your project. It shows '**Cost to Date**,' consisting of two components: **Total Timesheets** and **Total Expenses**.

1. 'Total Timesheets' include **total hours** of work multiplied by **hourly rate**.
2. 'Total Expenses' means the **overhead expenses** related to your project.

The report shows the profit margin after **deducting 'Cost To Date'** from '**Budget Amount**.'

How is the accumulated cost?

Here, you get a graphical representation of the **aggregate cost** versus the **budget amount** for the total duration of work.

How is the daily spend?

You can track daily expenditure in this graph, which includes **timesheets cost** and **overhead expenses**.

How is the accumulated time tracked?

It displays the **cumulative amount spent** on the project versus **estimated budget hours**.

Timesheet Details

It provides **detailed information** about tasks, hours spent, and total cost based on the hourly rate.

Expense Details

It includes any **extra costs** incurred during the project.

Timeline Reports

10/27/21, 9:51 AM

Project Timeline

Zeno Corps

Project Timeline

Date: **Oct 27, 2021 – Nov 27, 2021**

Oct 27 – Nov 26

Project	Days	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
		W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
JP Morgan	12																																
Dell Blog Publish Process	12																																
test	10																																
Marketing Plan	11																																

Timeline Reports or Project Timeline reports can be referred to as '**Gantt charts**,' although in ProProfs Project, we simplify the chart just to show a timeline of the start and due dates. This report gives you a clear picture of how a project **spans** across a month and whether the milestones conflict with one another.

The **colors** shown in these reports are inherited from the project or task. The same color is also used in the Calendar to **distinguish** between different events. You can **change** the color by editing the project or task and opening the advanced options.

Timelines will **span multiple pages** depending on the date range you have selected. For example, if you have January 1st to April 1st chosen, you'll see January 1st to 31st on the first page (there's a maximum of 31 days for each page), then February 1st to March 3rd on the second page (31 days), and March 4th to April 1st on the last page. The idea behind this is that you should be able to **print out** the reports, and the days should be **lined up** continuously with each other.

Tip: When printing, you'll get a tidier-looking timeline if you use Landscape mode. Plus, make sure you enable background colors for a better-looking printout.

Time Reports

 **John Smith**

[1251]: ACME Website Re-design

Task	Estimate	Time
[2301]: Gather Requirements	20:00	53:16
[2307]: Website Design	5:00	7:39
[2306]: Website Testing	40:00	36:00
Total:	82:00	119:14

You can also create various reports for **time spent** on projects. There are **six** different types of reports to display how time is spent. Each one represents a **different grouping** of time entries. For example, grouped **by project, by user, by individual time entry**, etc.

Each report also contains **pie charts** that show how time is spent in a visual representation. For example, time spent on each project. You can switch off the charts in the Advanced Options.

Tip: You can choose whether you show the time in hour format (e.g., 01:30) or decimal format (e.g., 1.5 hours) on the My Company page under Preferences.

Time by Project

The Time by Project report shows time spent grouped by project, separated by each client (if you filter by All Clients). This report can show project descriptions and also the Estimated time vs. Actual time for projects.

Time by Task

The Time by Task report shows time spent grouped by task, separated by the project (if you filter by All Projects). This report can show task descriptions and also the Estimated time vs. Actual time for tasks.

Time by Entry

The Time by Entry report shows each time entry, along with the user who logged the time entry, the sub-task (if applicable), and the description (if enabled), separated by task.

Time by User

The Time by User report shows the time spent grouped by user, separated by the project (if you filter by All Projects). You can still filter by user in this report if you wish.

Time by Client

The Time by Client report shows a simple breakdown of time spent grouped by clients.

Time by Day

The Time by Day report shows a simple breakdown of time spent grouped by day.

That is all about different types of reports in the ProProfs Project and their usage.

Related Articles:

- [General Task Features & Settings](#)
- [How to Use Kanban Board](#)
- [How to Set Up Teams in Project](#)