[](https://www.smartsheet.com/try-it?trp=11338&utm_source=integrated+content&utm_campaign=/content/project-requirements-templates&utm_medium=Project+Definition+Report+doc+11338&lpa=Project+Definition+Report+doc+11338&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT DEFINITION**

**REPORT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME |  | PROJECT CODE |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT  MANAGER | DATE OF  STATUS ENTRY | PERIOD  COVERED | PROJECTED DATE  OF COMPLETION |
|  |  |  |  |

PROJECT STATUS THIS WEEK

|  |  |
| --- | --- |
| OVERALL PROJECT STATUS | ROADBLOCK / OVERAGE | POTENTIAL RISKS / DELAYS | ON TRACK |

SUMMARY

Enter information here about the overall status and highlights: “Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal.”

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MILESTONES

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PROJECT COMPONENTS

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPONENT** | **STATUS** | **OWNER / TEAM** | **NOTES** |
| BUDGET | OVER  –  UNDER  –  ON |  | Call out highlights: *"Exceptional work," "Solved problems, as well as issues, including establishing ownership of fixing trouble spots."* |
| RESOURCES | ROADBLOCK / OVERAGE  –  POTENTIAL RISKS / DELAYS  –  ON TRACK |  | New developments, new team members, etc. |
| TIMELINE | ROADBLOCK / OVERAGE  –  POTENTIAL RISKS / DELAYS  –  ON TRACK |  | On track to final launch date |
| SCOPE | ROADBLOCK / OVERAGE  –  POTENTIAL RISKS / DELAYS  –  ON TRACK |  |  |

WORK ACCOMPLISHED

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK NO.** | **DESCRIPTION** | **OWNER / TEAM** | **RECEPTION** |
|  |  |  |  |
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RISKS AND ROADBLOCKS

|  |  |  |  |
| --- | --- | --- | --- |
| **RISK NO.** | **DESCRIPTION** | **OWNER / TEAM** | **FIX** |
|  |  |  |  |
|  |  |  |  |
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HIGHLIGHTS AND KEY TAKEAWAYS

Bullets of great work, who owns what, where teams are pivoting, feedback received during the week, etc.

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PROJECT SCHEDULE

|  |  |  |
| --- | --- | --- |
| WEEK NO. | STATUS | DETAILS |
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PROJECT TIMELINE

ROADBLOCK 1

Details

MILESTONE 1

Details

MILESTONE 2

Details

MILESTONE 3

Details

MILESTONE 4

Details

MILESTONE 5

Details

**CURRENT TIMELINE POSITION**

**00/00/0000**

ROADBLOCK 2

Details

**PROJECT START DATE**

**00/00/0000**

**PROJECT END DATE**

**00/00/0000**

|  |
| --- |
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