**PROJECT DEFINITION**

**REPORT TEMPLATE**

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

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECTMANAGER | DATE OFSTATUS ENTRY | PERIODCOVERED | PROJECTED DATEOF 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

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| --- | --- | --- |
| 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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| --- |
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