**PROJECT REPORT TEMPLATE**

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| --- | --- | --- | --- |
| PROJECT NAME |  | PROJECT ID |  |

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

Weekly Working Brief

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

Summary of Project

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Milestones

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Project Segments

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| --- | --- | --- | --- |
| COMPONENT | STATUS | OWNER / TEAM | NOTES |
| BUDGET |  |   |  |
| RESOURCES |  |   |  |
| TIMELINE |  |   |  |
| SCOPE |  |   |  |

Tasks Completed

|  |  |  |  |
| --- | --- | --- | --- |
| TASK NO. | DESCRIPTION | OWNER / TEAM | RECEPTION |
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Risk Factors

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| --- | --- | --- | --- |
| RISK NO. | DESCRIPTION | OWNER / TEAM | FIX |
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Key Role and Responsibilities

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Timetable

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| --- | --- | --- |
| WEEK NO. | STATUS | DETAILS |
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