



Project Title and Code:

Budget and Timeline:

Project Sponsor:

Project Manager:

Reporting Period:

Project Objective

Objective: What is the project striving to achieve (in 1-2 sentences)?

Important Statuses: ● On Track ▼ Risk ■ Issue

Scope Human Resources

Schedule/Timeline Change Management

Budget/Costs Other

Summary of Accomplishments during this Reporting Period

What was achieved since the last 6-month reporting period versus what was initially planned (activities and deliverables)?

Summary of Ongoing Activities and Next Steps for Next Reporting Period

What key activities and deliverables will take place over the next 6-month period? What are some key next steps?

Lessons Learned

What lessons have you and your team learned to-date? What does transformation mean to you and your team?

Key Milestones and Indicators

Key Milestones	Description of Milestones	Corresponding Indicators and Measures	Status	Due Date (expected/actual)
<i>A milestone is a significant point or event in a project. List all major project milestones with an update on progress status and deadlines.</i>	<i>Describe in more detail what the milestone is (what it aims to achieve,</i>		<i>On Track At Risk Issue</i> ● ■ ▼	
<i>e.g., Established a full project team</i>	<i>e.g. Recruited project manager, coordinator, etc. (list the team members on boarded).</i>			

Risks and Issues / Challenges

R&I	Description of Risk/Issue	Mitigation Measures / Actions
R	<i>A risk is a potential issue that may happen.</i>	<i>What was done to mitigate this risk/issue?</i>
I	<i>An issue is a problem that has already happened and is blocking progress.</i>	

Additional Information

Please include any additional details on deliverables and project status changes.

