



Project Title and Code:	
Budget and Timeline:	
Project Sponsor:	
Project Manager:	
Reporting Period:	

**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 nextsteps?*

**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

**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 is aims to achieve,</i>		On Track At Risk Issue  <span style="color: green;">●</span> <span style="color: red;">■</span> <span style="color: orange;">▼</span>	
<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.*

