

Report

Basic data	
Project name:	<i>What shall we call this project?</i>
Project identification number:	<i>Is the project going to have an identifier?</i>
Purpose:	<i>Why do we want to start this project?</i>
Project objectives:	<i>Which specific changes should take place?</i>
Project outputs:	<i>WHAT should be the outcome of this project?</i>
Project phases:	<i>HOW should the project be implemented?</i>
Actual report	
Report for the period of:	<i>DD/MM/YYYY to DD/MM/YYYY</i>
Current project phase:	<i>Which phase are we in at the moment?</i>
Work completed in the reported period:	<i>What has been completed in the reported period?</i>
In-progress:	<i>What's currently in progress?</i>
Plan of activities for coming periods:	<i>Which work should be commenced in the next period?</i>
Consumption of human resources:	<i>Specify person/days consumed in the reported period</i> Note: person/days means the total time of all members of staff participating on the project (24 person/day = 3 person/days)
Resources required for the next period:	<i>What is going to be the consumption of person/days in the next period?</i>
Budget use (plan):	<i>How much finance has been drawn down in the reported period?</i>
Total budget tolerance:	<i>What is the budget tolerance for the whole project?</i>
Problems and critical factors:	<i>What types of problems are addressed; what does one have to bear in mind?</i>
Issues presented to the steering committee:	<i>Are there any issues the steering committee should address?</i>

Created by	
<i>Created on: DD/MM/YYYY</i>	
<i>Author:</i>	<i>Signature</i>
First name, last name, position	