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| --- |
| **Milestones and Deliverables – this period and next period** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project / Initiative** | **Project**  **Phase** | **Milestones/ Deliverables** | **Status** | **Projected End Date** | **Original  End Date** | **Comments** |
|  |  |  | Y | mmm dd ‘yy | mmm dd ‘yy |  |
|  |  |  | G | mmm dd ‘yy | mmm dd ‘yy |  |
|  |  |  | G | mmm dd ‘yy | mmm dd ‘yy |  |
|  |  |  | Y | mmm dd ‘yy | mmm dd ‘yy |  |
|  |  |  | G | mmm dd ‘yy | mmm dd ‘yy |  |
|  |  |  | R | mmm dd ‘yy | mmm dd ‘yy |  |

**Summary of Key Accomplishments**

* first
* second
* third
* fourth
* fifth

**Milestones and Deliverables – next period**

* first
* second
* third
* fourth
* fifth

**Key Decisions / Notes**

* first
* second
* third

**Budget**

Approved budget (x): xx,xxx,xx0 Approved changes (c): xx,xxx,xx0

Late but recoverable

Requires re-planning

Completed

**R**

**Y**

**C**

No major issues

**G**

Actuals (committed) (y): xx,xxx,xx0 Forecast to end (z): x,xxx,xx0  
Variance: (x+c)-(y+z) x,xxx,xx0

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| --- |
| **Escalated Issue / Risk Log** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Logged** | **Issue/Risk** | **Status** | **Date Resolved** | **Resolution** |
| mmm dd ‘yy |  |  | mmm dd ‘yy |  |
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**Link to Issue/Risk log**

|  |
| --- |
| **Schedule – next 3 months** |

**Links to: Project schedule Issue Log Risk Register Project Charter Project repository**