

EXECUTIVE PROJECT REPORT

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REPORTING PERIOD

DATE PREPARED

PREPARED BY

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REPORT RECIPIENTS

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REPORT PURPOSE

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PROJECT DETAILS

PROJECT NAME

PROJECT NO.

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PROJECT SPONSOR

PROJECT OWNER

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PROGRAM MANAGER

PROJECT MANAGER

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KEY MILESTONE AND ACCOMPLISHMENTS

COMPLETED WORK	DATE OF COMPLETION	RESPONSIBLE PARTY

PLANNED WORK	PROJECTED DATE OF COMPLETION	RESPONSIBLE PARTY

COMMENTS

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FINANCIAL OVERVIEW

TOTAL EXPENSE TOTAL CAPITAL OVERALL TOTAL

BUDGET COSTS			
ESTIMATE AT COMPLETION (EAC)			
ACTUAL COSTS TO DATE			

COMMENTS

KEY RISKS

RISK	RESPONSE	STATUS	DATE OPENED	DATE CLOSED	ASSIGNED TO

KEY ISSUES

ISSUE DESCRIPTION	PLAN OF ACTION

HIGH LEVEL PROJECT REQUIREMENTS

ADDITIONAL COMMENTS

APPROVED BY NAME AND TITLE	APPROVED BY SIGNATURE	DATE

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