

PERFORMANCE PROJECT REPORT

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PROJECT NAME

PROJECT MANAGER

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PROJECT STATUS DETAILS

REPORTING PERIOD

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PROJECT DETAILS

ACTIVITY NAME			
START DATE		COMPLETION DATE	
SCHEDULE PERFORMANCE			
BUDGET PERFORMANCE			
QUALITY			
RISKS			
NOTES			

ACTIVITY NAME			
START DATE		COMPLETION DATE	
SCHEDULE PERFORMANCE			
BUDGET PERFORMANCE			
QUALITY			
RISKS			
NOTES			

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START DATE		COMPLETION DATE	
SCHEDULE PERFORMANCE			
BUDGET PERFORMANCE			
QUALITY			
RISKS			
NOTES			

PROJECT DETAILS

MILESTONE	STATUS	ESTIMATED COMPLETION DATE	ISSUES EXIST? Y/N	COMMENTS

PREPARED BY name and title	PREPARED BY signature	DATE

APPROVED BY name and title	APPROVED BY signature	DATE

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