

EXECUTIVE PROJECT STATUS 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 |
|----------------|--------------------|-------------------|
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| PLANNED WORK | PROJECTED DATE OF COMPLETION | RESPONSIBLE PARTY |
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COMMENTS

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FINANCIAL OVERVIEW

TOTAL EXPENSE TOTAL CAPITAL OVERALL TOTAL

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

COMMENTS

KEY RISKS

| RISK | RESPONSE | STATUS | DATE OPENED | DATE CLOSED | ASSIGNED TO |
|------|----------|--------|-------------|-------------|-------------|
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KEY ISSUES

| ISSUE DESCRIPTION | PLAN OF ACTION |
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HIGH LEVEL PROJECT REQUIREMENTS

ADDITIONAL COMMENTS

| APPROVED BY NAME AND TITLE | APPROVED BY SIGNATURE | DATE |
|----------------------------|-----------------------|------|
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