Check Point Report

Project Details	
Program Name	
Project Name	
Date	202y/mm/dd
Release	
Organisation	
Author	
Version	

Quality Check	
1	Prepared at the recurrence required by the Project Manager.
2	The level and routine of progress assessment is appropriate for the stage and/or Work Package.
3	The report is timely, useful, objective and accurate.
4	Each product in the Work Package, for that period, is mentioned in the report.
5	Include notes on any unresolved issues from the previous report.

1. Date

[Date of the checkpoint.]

2. Period

[The reporting period covered by the Checkpoint Report.]

3. Follow-ups

[From previous reports, for example action items completed or issues outstanding.]

4. This Reporting Period

4.1.   [- The products being developed by the team during the reporting period
4.2.   - The products completed by the team during the reporting period
4.3.   - Quality management activities carried out during the period
4.4.   - Lessons identified]

5. Next Reporting Period

5.1.   [- The products being developed by the team in the next reporting period
5.2.   - The products planned to be completed by the team in the next reporting period
5.3.   - Quality management activities planned for the next reporting period]

6. Timescale

[Timeframe over which the project will run (summary of the Project Plan) and the period over which the benefits will be realised]

7. Work Package Tolerance Status

[How execution of the Work Package is performing against its tolerances (e.g. cost/time/scope actuals and forecast).]

8. Issues and Risks

[Update on issues and risks associated with the Work Package.]

GLIDEPATH
P R O J E C T   M E T H O D

9. Appendix A: Check Point Report Revision

Check Point Report History

This document is only valid on the day it was printed and can be found at ---

Revision History

Ver	Date	Changes	Name (Role)
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Approvals received

Ver	Date	Name (Role)	Comments
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Distribution List

Name (Role)	Medium/location	Date
		202y/mm/dd
		202y/mm/dd