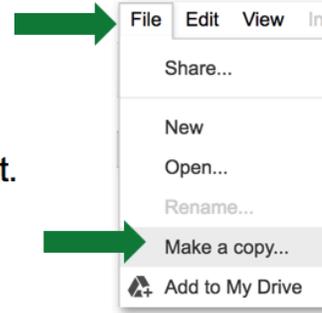


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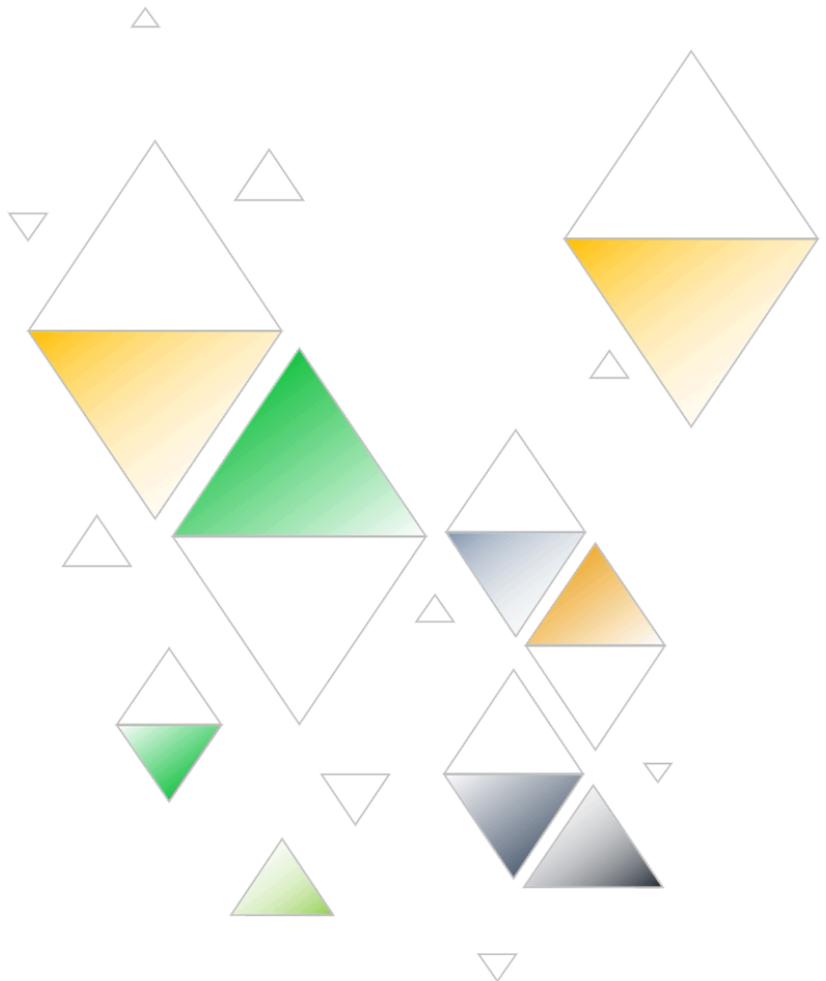
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# PROJECT DEFINITION REPORT TEMPLATE

Template begins on page 2.



# PROJECT DEFINITION REPORT TEMPLATE

PROJECT NAME		PROJECT CODE	
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PROJECT MANAGER	DATE OF STATUS ENTRY	PERIOD COVERED	PROJECTED DATE OF COMPLETION

## PROJECT STATUS THIS WEEK

OVERALL PROJECT STATUS	ROADBLOCK / OVERAGE   POTENTIAL RISKS / DELAYS   ON TRACK
------------------------	---

## SUMMARY

Enter information here about the overall status and highlights: "Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal."

## MILESTONES

## PROJECT COMPONENTS

COMPONENT	STATUS	OWNER / TEAM	NOTES
BUDGET	<ul style="list-style-type: none"> <li>OVER</li> <li>-</li> <li>UNDER</li> <li>-</li> <li>ON</li> </ul>		Call out highlights: "Exceptional work," "Solved problems, as well as issues, including establishing ownership of fixing trouble spots."
RESOURCES	<ul style="list-style-type: none"> <li>ROADBLOCK / OVERAGE</li> <li>-</li> <li>POTENTIAL RISKS / DELAYS</li> <li>-</li> <li>ON TRACK</li> </ul>		New developments, new team members, etc.
TIMELINE	<ul style="list-style-type: none"> <li>ROADBLOCK / OVERAGE</li> <li>-</li> <li>POTENTIAL RISKS / DELAYS</li> <li>-</li> <li>ON TRACK</li> </ul>		On track to final launch date
SCOPE	<ul style="list-style-type: none"> <li>ROADBLOCK / OVERAGE</li> <li>-</li> <li>POTENTIAL RISKS / DELAYS</li> <li>-</li> <li>ON TRACK</li> </ul>		

## WORK ACCOMPLISHED

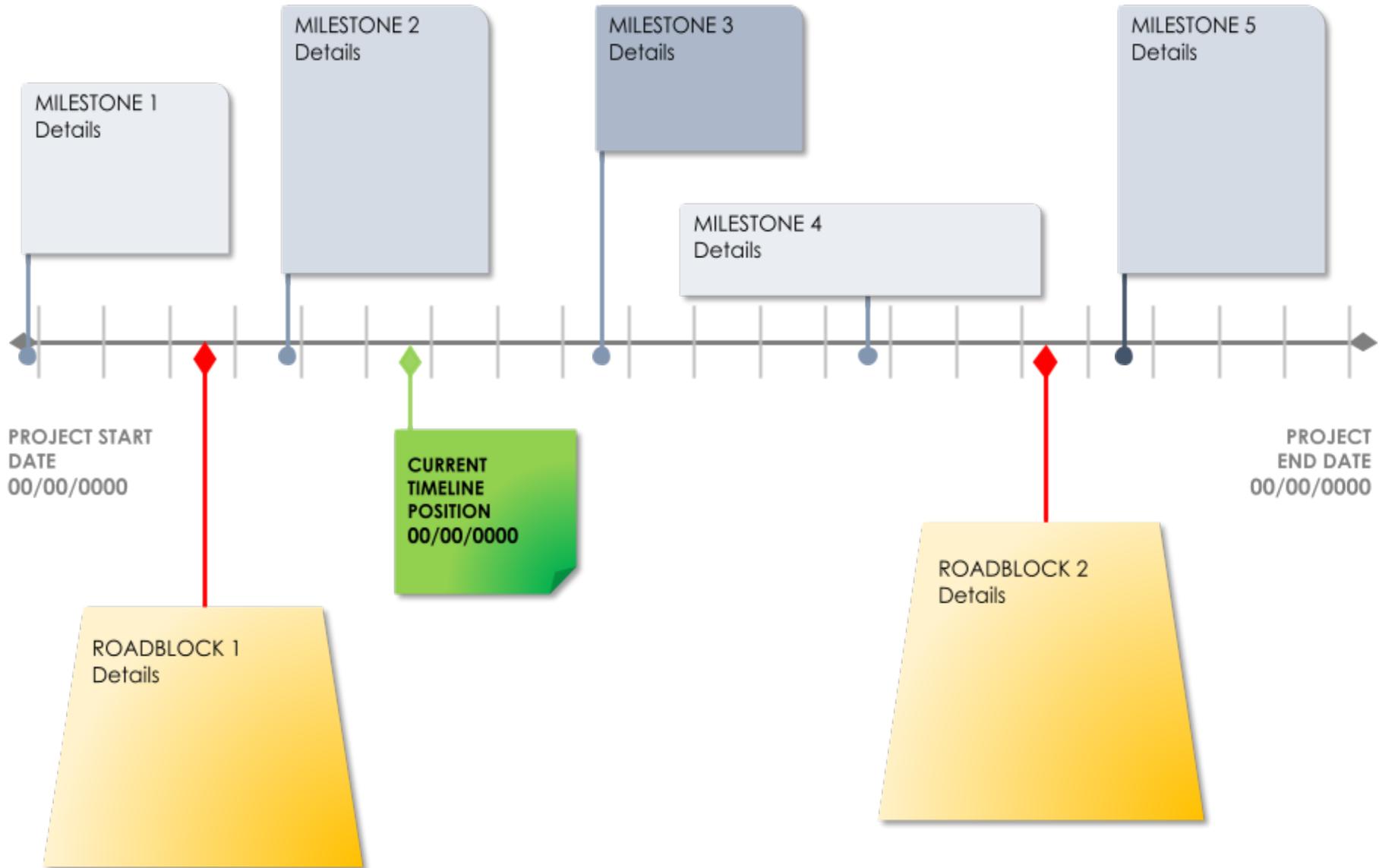
TASK NO.	DESCRIPTION	OWNER / TEAM	RECEPTION

## RISKS AND ROADBLOCKS

RISK NO.	DESCRIPTION	OWNER / TEAM	FIX



# PROJECT TIMELINE



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