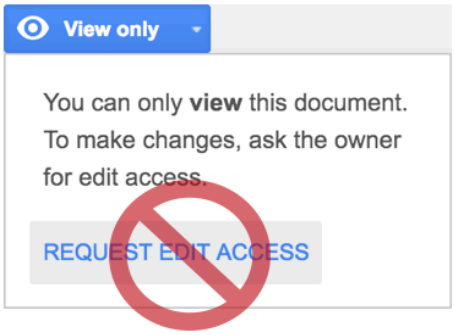
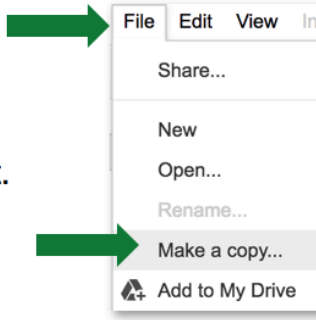


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PROJECT DEFINITION REPORT TEMPLATE

Template begins on page 2.



PROJECT DEFINITION REPORT TEMPLATE

PROJECT NAME		PROJECT CODE	

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	OVER – UNDER – ON		Call out highlights: *"Exceptional work," "Solved problems, as well as issues, including establishing ownership of fixing trouble spots."*
RESOURCES	ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK		New developments, new team members, etc.
TIMELINE	ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK		On track to final launch date
SCOPE	ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK		

WORK ACCOMPLISHED

TASK NO.	DESCRIPTION	OWNER / TEAM	RECEPTION

RISKS AND ROADBLOCKS

RISK NO.	DESCRIPTION	OWNER / TEAM	FIX

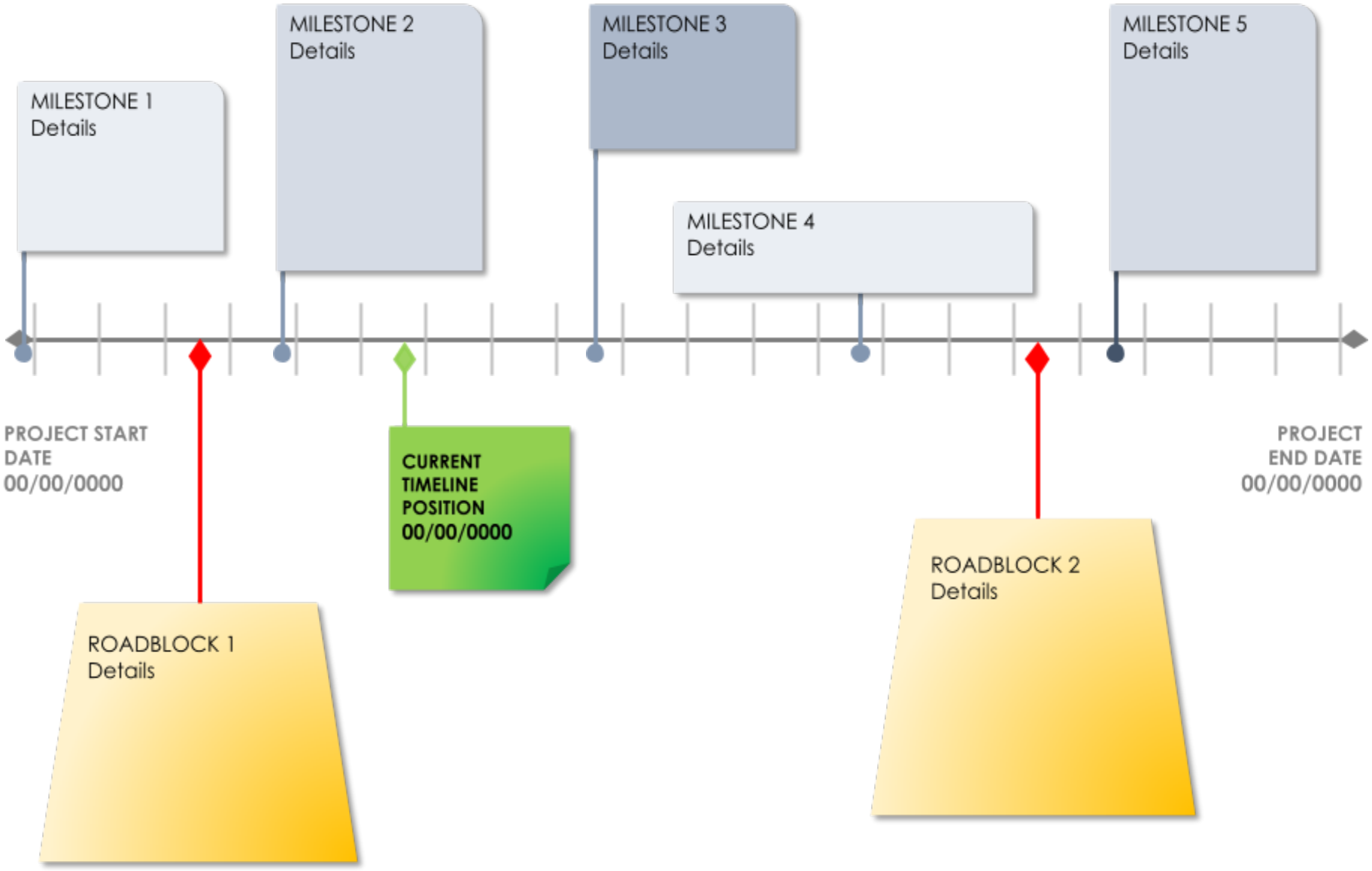
HIGHLIGHTS AND KEY TAKEAWAYS

Bullets of great work, who owns what, where teams are pivoting, feedback received during the week, etc.

PROJECT SCHEDULE

WEEK NO.	STATUS	DETAILS

PROJECT TIMELINE



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