# Document Information

|  |  |
| --- | --- |
| **Project name:** | The name of your project |
| **Period:** | The period of reporting |
| **Issue date:** | When the report was issued |
| **Author:** | Normally, the name and title of the Team Leader  |
| **Approver:** | Normally, the name and title of the Project Manager |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

|  |  |
| --- | --- |
| **Date** | **Name and Signature** |
|  |  |
|  |  |
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|  |  |

# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Follow-ups from the previous period

Were there any action items or unresolved issued from the last reporting period?

# Products

|  |  |  |
| --- | --- | --- |
| **Product** | **Current Status** | **Expected Status for the next period** |
| Name of the products in the Work Package | Status of the product until the end of the period, including the quality activities related to that product. | Expected status, including quality status |
|  |  |  |
|  |  |  |

# Work Package Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Target** | **Tolerance** | **Current State** | **Forecast** |
| **Scope** |  |  |  |  |
| **Time** |  |  |  |  |
| **Cost** |  |  |  |  |
| **Quality** |  |  |  |  |
| **Risks** |  |  |  |  |

# Issues and risks

|  |
| --- |
| **Issue or risk** |
| Latest update on issues and risks related to the Work Package |
|  |
|  |

# Lessons Learned

|  |
| --- |
| **Lesson Learned** |
| Describe one lesson per row. |
|  |
|  |

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