# 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 Project Manager |
| **Approver:** | Normally, the Project Board members |
| **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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Notes

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

# Justification of the project

Provide a short analysis of the current justification of the project based on the Business Case.

# Products

|  |  |
| --- | --- |
| **Product** | **Status** |
| Name of the active product | Status of the product until the end of the period, including the quality and approval status of the product, possible off-specifications, and handovers. |
|  |  |
|  |  |

# Project Objectives

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

# Current Stage Objectives

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Target** | **Tolerance** | **Actual State** |
| **Scope** |  |  |  |
| **Time** |  |  |  |
| **Cost** |  |  |  |
| **Quality** |  |  |  |
| **Risks** |  |  |  |
| **Benefits** |  |  |  |

# Next Stage Objectives

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Target** | **Tolerance** | **Forecast** |
| **Scope** |  |  |  |
| **Time** |  |  |  |
| **Cost** |  |  |  |
| **Quality** |  |  |  |
| **Risks** |  |  |  |
| **Benefits** |  |  |  |

# Team Performance

A short description of the team performance.

# Follow-on Action Recommendations

|  |  |
| --- | --- |
| **Unfinished work or open issue/risk** | **Owner** |
| Item | Suggested owner, if any |
|  |  |
|  |  |
|  |  |
|  |  |

# 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. |
|  |
|  |
|  |
|  |
|  |

**- - - - PRINCE2® Templates - - - -**

A guide for this template, it’s latest version, and all other templates are available at [mplaza.pm/templates](https://mplaza.pm/templates)

Also, you may be interested in using our PRINCE2 eLearning Courses available at [mplaza.pm](https://mplaza.pm/)

Copyright 2018, Management Plaza

You can use this document for free in your projects and for your personal purposes. Redistributing this document or using it for training requires permission from Management Plaza.

This document is based on AXELOS PRINCE2® material. Reproduced under licence from AXELOS. All rights reserved.