|  |  |
| --- | --- |
| **Project** |  |
| **Date of Checkpoint** |  |
| **Period Covered** |  |

# Follow ups from previous periods

(for example action items completed or issues outstanding)

# This Reporting Period

**Products**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Ref** | **Product name** | **Work undertaken** | **Date Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Quality Management

(activities undertaken this period)

## Lessons Identified

# Next Reporting Period

**Products**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product**  **Ref** | **Product name** | **Work to be undertaken** | **Date to be**  **Completed?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Quality Management

(activities planned for this period)

# Work Package Tolerance Status

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

# Issues and Risks

(Update on issues and risks associated with the Work Package)