

EXECUTIVE PROJECT REPORT

REPORTING PERIOD	DATE PREPARED	PREPARED BY

REPORT RECIPIENTS

REPORT PURPOSE

PROJECT DETAILS

PROJECT NAME	PROJECT NO.

PROJECT SPONSOR	PROJECT OWNER

PROGRAM MANAGER	PROJECT MANAGER

KEY MILESTONE AND ACCOMPLISHMENTS

COMPLETED WORK	DATE OF COMPLETION	RESPONSIBLE PARTY

PLANNED WORK	PROJECTED DATE OF COMPLETION	RESPONSIBLE PARTY

COMMENTS

FINANCIAL OVERVIEW

	TOTAL EXPENSE	TOTAL CAPITAL	OVERALL TOTAL
BUDGET COSTS			
ESTIMATE AT COMPLETION (EAC)			
ACTUAL COSTS TO DATE			

COMMENTS

KEY RISKS

RISK	RESPONSE	STATUS	DATE OPENED	DATE CLOSED	ASSIGNED TO

KEY ISSUES

ISSUE DESCRIPTION	PLAN OF ACTION

HIGH LEVEL PROJECT REQUIREMENTS

ADDITIONAL COMMENTS

APPROVED BY NAME AND TITLE	APPROVED BY SIGNATURE	DATE

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