

# PROJECT REPORT FOR STAKEHOLDERS AND PARTNERS

PROJECT NAME	
PROJECT MANAGER	
STAKEHOLDER NAME	
TIME PERIOD	

BRIEF SUMMARY OF PROJECT PROGRESS	
-----------------------------------	--

## PROJECT STATUS

ACTIVITY NAME	
DELIVERABLE	
STATUS	
START DATE	
COMPLETION DATE	
NOTES	

ACTIVITY NAME	
DELIVERABLE	
STATUS	
START DATE	
COMPLETION DATE	
NOTES	

ACTIVITY NAME	
DELIVERABLE	
STATUS	
START DATE	
COMPLETION DATE	
NOTES	

ADDITIONAL INFORMATION

OBJECTIVES	
OUTPUTS	
COMMENTS	

DATE	PREPARED BY

DATE	AUTHORIZED BY

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.