

PROJECT SUMMARY REPORT

PROJECT NAME	REPORT DATE

EXECUTIVE SUMMARY

PROJECT MANAGER	PROJECT NO.

PHASE	LAUNCH DATE		
	TARGET	ACTUAL	

PROJECT SUMMARY

PROJECT DOCUMENT REPOSITORY

PROJECT SCHEDULE STATUS

[illegible]

KEY PROJECT MILESTONES

[illegible]

STEERING COMMITTEE ESCALATION

PROGRESS SINCE PREVIOUS REPORT

KEY PROJECT TO BE COMPLETED

PROJECT	TARGET DATE OF COMPLETION

ADDITIONAL INFORMATION

APPROVED BY name and title	APPROVED BY signature	DATE

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