**PERFORMANCE PROJECT REPORT**

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| PROJECT NAME | PROJECT MANAGER |
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| PROJECT STATUS DETAILS | REPORTING PERIOD |
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PROJECT DETAILS

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| **ACTIVITY NAME** |  |
| **START DATE** |  | **COMPLETION DATE** |  |
| **SCHEDULE PERFORMANCE** |  |
| **BUDGET PERFORMANCE** |  |
| **QUALITY** |  |
| **RISKS** |  |
| **NOTES** |  |

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| **ACTIVITY NAME** |  |
| **START DATE** |  | **COMPLETION DATE** |  |
| **SCHEDULE PERFORMANCE** |  |
| **BUDGET PERFORMANCE** |  |
| **QUALITY** |  |
| **RISKS** |  |
| **NOTES** |  |

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| **SCHEDULE PERFORMANCE** |  |
| **BUDGET PERFORMANCE** |  |
| **QUALITY** |  |
| **RISKS** |  |
| **NOTES** |  |

PROJECT DETAILS

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| **MILESTONE** | **STATUS** | **ESTIMATED COMPLETION DATE** | **ISSUES EXIST?** Y/N | **COMMENTS** |
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| **PREPARED BY** name and title | **PREPARED BY** signature | **DATE** |
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| **APPROVED BY** name and title | **APPROVED BY** signature | **DATE** |
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