

PROJECT REPORT FOR TEAMS AND DEPARTMENTS TEMPLATE

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PROJECT NAME	
PROJECT MANAGER	
TIME PERIOD	

PROGRESS SCORE (1-5, WITH 1 BEING POOR AND 5 BEING EXCELLENT)	
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ISSUES NEEDING IMMEDIATE ATTENTION	
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PROJECT NOTES	
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COMPLETED ACTIVITIES

PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
COMPLETION DATE	
NOTES	

PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
COMPLETION DATE	
NOTES:	

ACTIVITIES IN PROGRESS

PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
ESTIMATED COMPLETION DATE	
NOTES	

PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
ESTIMATED COMPLETION DATE	
NOTES	

PREPARED BY		DATE	
AUTHORIZED BY		DATE	

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