# Document Information

|  |  |
| --- | --- |
| **Project name:** | The name of your project |
| **Period:** | The period of reporting |
| **Issue date:** | When the report was issued |
| **Author:** | Normally, the name and title of the Team Leader |
| **Approver:** | Normally, the name and title of the Project Manager |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

|  |  |
| --- | --- |
| **Date** | **Name and Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Follow-ups from the previous period

Were there any action items or unresolved issued from the last reporting period?

# Products

|  |  |  |
| --- | --- | --- |
| **Product** | **Current Status** | **Expected Status for the next period** |
| Name of the products in the Work Package | Status of the product until the end of the period, including the quality activities related to that product. | Expected status, including quality status |
|  |  |  |
|  |  |  |

# Work Package Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Target** | **Tolerance** | **Current State** | **Forecast** |
| **Scope** |  |  |  |  |
| **Time** |  |  |  |  |
| **Cost** |  |  |  |  |
| **Quality** |  |  |  |  |
| **Risks** |  |  |  |  |

# Issues and risks

|  |
| --- |
| **Issue or risk** |
| Latest update on issues and risks related to the Work Package |
|  |
|  |

# Lessons Learned

|  |
| --- |
| **Lesson Learned** |
| Describe one lesson per row. |
|  |
|  |

**- - - - PRINCE2® Templates - - - -**

A guide for this template, it’s latest version, and all other templates are available at [mplaza.pm/templates](https://mplaza.pm/templates)

Also, you may be interested in using our PRINCE2 eLearning Courses available at [mplaza.pm](https://mplaza.pm/)

Copyright 2018, Management Plaza

You can use this document for free in your projects and for your personal purposes. Redistributing this document or using it for training requires permission from Management Plaza.

This document is based on AXELOS PRINCE2® material. Reproduced under licence from AXELOS. All rights reserved.