|  |
| --- |
| Project TitleInterim Project ReportDate |
|  |



Authorship

Project Manager: name

 email

Project Sponsor: name

 email

Project Steering Committee: name, title/position, agency

Funded by:

Main Messages

>Keep to 1 page<

Content

Interim Project Report

## Progress to date

Summarise:

* Progress to date and any variances, including changes to methodology (detail in issues log below)
* Expenditure to date and budget variance (detail in issues log below)
* Changes to risk register (update risk register as required)
* Changes to stakeholder management plan (update stakeholder management plan and communication plan as required)

content

## Issues and Risks

|  |
| --- |
| **Issues Log** |
| **#** | **Description** | **Raised by** (name/date) | **Likelihood** | **Impact** | **Risk rating** | **Strategies to mitigate risk**  | **Change in risk rating?** | **Action** (name/date) | **Status**(open/closed |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |

## Tasks planned for completion

1. List due
2. List due
3. List due

## Change/amendment request

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Change Description** | **Added Cost** (if applicable) | **Resolution Date** | **Status** open/closed |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

Endorsement

Project sponsor:

I fully endorse this report and its content:

Signature …………………………………………………………………………………………………

Name …………………………………………………………………………………………………

Position …………………………………………………………………………………………………

# Appendices

Appendix 1