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| **Project Title:** | **Date Prepared:** |
| **Project Manager:** | **Sponsor:** |

[Accomplishments for This Reporting Period](#Accomplishments_for_This_Reporting_Perio)

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[Accomplishments Planned but Not Completed This Reporting Period](#Accomplishments_Planned_but_Not_Complete)

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[Root Cause of Variances](#Root_Cause_of_Variances)

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[Impact to Upcoming Milestones or Project Due Date](#Impact_to_Upcoming_Milestones_or_Project)

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[Planned Corrective or Preventive Action](#Planned_Corrective_or_Preventive_Action" \o "Identify any actions needed to make up schedule variances or prevent future schedule variances.)

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[Funds Spent This Reporting Period](#Funds_Spent_This_Reporting_Period" \o "Record funds spent this period.)

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[Root Cause of Variances](#Root_Cause_of_Variances)

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[Impact to Overall Budget or Contingency Funds](#Impact_to_Overall_Budget_or_Contingency)

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[Planned Corrective or Preventive Action](#Planned_Corrective_or_Preventive_Action)

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[Accomplishments Planned for Next Reporting Period](#Accomplishments_Planned_for_Next_Reporti" \o "List all work packages or accomplishments scheduled for completion next period.)

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[Costs Planned for Next Reporting Period](#Costs_Planned_for_Next_Reporting_Period" \o "Identify funds planned to be expended next period.)

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[New Risks Identified](#New_Risks_Identified" \o "Identify any new risks that have been identified this period. These risks should be recorded in the Risk Register as well.)

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| Risks |
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[**Issues**](#Issues)

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| Issue |
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**[Comments](#Comments" \o "Record any comments that add relevance to the report.)**

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