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| **Project Title:** | **Date Prepared:** |
| **Team Member:** | **Role:** |
| **[Activities Planned for This Reporting Period](#Activities_Planned_for_This_Reporting_Pe" \o "List all activities scheduled for this period, including work to be started, continued, or completed.)** |
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| **[Activities Accomplished This Reporting Period](#Activities_Accomplished_This_Reporting_P" \o "List all activities accomplished this period, including work that was started, continued, or completed.)** |
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| **[Activities Planned but Not Accomplished This Reporting Period](#Activities_Planned_but_Not_Accomplished" \o "List all activities that were scheduled for this period, but not started, continued, or completed)** |
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[**Root Cause of Variances**](#Root_Cause_of_Variances)

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[**Funds Spent This Reporting Period**](#Funds_Spent_This_Reporting_Period)

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**[Funds Planned to Be Spent This Reporting Period](#Funds_Planned_to_Be_Spent_This_Reporting" \o "Record funds that were planned to be spent this period.)**

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[**Root Cause of Variances**](#Root_Cause_of_Variances)

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**[Quality Variances Identified This Period](#Quality_Variances_Identified_This_Period" \o "Identify any product performance or quality variances.)**

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**[Planned Corrective or Preventive Action](#Planned_Corrective_or_Preventive_Action" \o "Identify any actions needed to recover cost, schedule, or quality variances or prevent future variances.)**

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[**Activities Planned for Next Reporting Period**](#Activities_Planned_for_This_Reporting_Pe)

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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 arisen. New risks should be recorded in the Risk Register as well.)** |
| Risk |
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**[Issues](#Issues" \o "Identify any new issues that have arisen. New issues should be recorded in the Issue Log as well.)**

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

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