

1 PROJECT UPDATE

**PROJECT MANAGEMENT
DOCUMENTATION**



**TRANSITION ADVISORY
TASKFORCE**

PROJECT UPDATE REPORT

Project Name:	Author/Date:
1. Project Update	
Reporting Period (From Date/To Date):	
Work Completed This Period:	
Work to Be Completed in Next Period (Date):	
What's Going Well:	
What's Not Going Well:	
KPIs (key performance indicators):	
Resources Needed (data, funding, other):	
Suggestions:	
Project Changes:	
Other Information:	
2. Project Schedule	
Insert or attach a current Tracking Gantt	