**Checkpoint Report**

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| **Project Name:** |  |
| **Date:** |  | **Release:** | Draft/Final |
| **Author:** |  |
| **Owner:** |  |
| **Client:** |  |
| **Document Number:** |  |

Note: This document is only valid on the day it was printed

**Revision History**

**Date of next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Date** | **Previous Revision Date** | **Summary of Changes** | **Changes Marked** |
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**Approvals**

This document requires the following approvals. A signed copy should be placed in the project files.

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| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
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**Overview**

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| **Purpose** | A Checkpoint Report is used to report, at a frequency defined in the Work Package, the status of the Work Package. |
| **Contents** | *The Checkpoint Report should cover the following topics.* Follow ups from previous periods 3This Reporting Period 3Next Reporting Period 4Work Package Tolerance Status 4Issues and Risks 4 |
| **Advice** | *The Checkpoint Report is derived from the: Work Packages; Team Plan and actuals and the previous Checkpoint Report**A Checkpoint Report can take a number of formats, including: Oral report to the Project Manager (could be in person or over the phone); Presentation at a review meeting (physical meeting or conference call); Document or email issued to the Project Manager; Entry in a project management tool.**The following quality criteria should be observed:** *Prepared at the frequency required by the Project Manager*
* *The level and frequency of progress assessment is right for the stage and/or Work Package*
* *The information is timely, useful, objective and accurate*
* *Every product in the Work Package, for that period, is covered by the report*
* *Includes an update on any unresolved issues from the previous report.*
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| --- | --- |
| **Date of Checkpoint** |  |
| **Period Covered** |  |

### Follow ups from previous periods

(for example action items completed or issues outstanding)

### This Reporting Period

#### Products

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Ref** | **Product name** | **Work undertaken** | **Date Completed** |
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#### Quality Management

(activities undertaken this period)

#### Lessons Identified

### Next Reporting Period

#### Products

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Ref** | **Product name** | **Work to be undertaken** | **Date to be Completed?** |
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#### Quality Management

(activities planned for this period)

### Work Package Tolerance Status

(How execution of the Work Package is performing against its tolerances (e.g. cost/time/scope actuals and forecast)

### Issues and Risks

(Update on issues and risks associated with the Work Package)