

ANNEXURE II

PROJECT REPORTING FORMAT BY PROJECT LEADER/ PROJECT MANAGER

STATUS REPORT FORMATS

Project Name :

Report Date :

Last Report Date :

Headline :

(Includes subject like are we on track? milestones in jeopardy, major issues or major completions)

Milestones:

| No | Milestone | Date | Status |
|----|-------------|------------|--|
| 1. | Milestone 1 | Yyyy-mm-dd | Completed/In progress/To be started/waiting to start |

Activities Completed Since last status

| No | Tasks | Description |
|----|-----------|--------------------------|
| 1. | Task Name | Details of completion... |

Activities to be completed by next week/cycle

| No | Tasks | Owner | Date |
|----|-----------|-------|------|
| 1. | Task Name | | |

Issues to be resolved now:

| No | Tasks | Description |
|----|-----------|--------------------------|
| 1. | Task Name | Details of completion... |