**Project Checkpoint Report**

Report Details

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| --- | --- |
| Date of Checkpoint: | 12/03/2018 |
| Period Covered: | 12/04/2018 |

**Document Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Modifications | Author | Date |
| 1 | 2 staff unavailable | Plant manager |  |
| 2 | 2 more people attending training | Training manager |  |
| 3 | Need a new script in case the power fails | Programming manager |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Approvals**

This document requires the following approvals:

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| --- | --- | --- | --- | --- |
| Name | Role | Signature | Date | Version |
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**Distribution**

This document has been distributed to:

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| --- | --- | --- | --- |
| Name | Role | Date of Issue | Version |
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**Products**

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| --- | --- | --- |
| Product name | Work undertaken | Date Complete |
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**Quality Management**

(List the activities undertaken in this period)

**Work Package Tolerance Status**

|  |  |
| --- | --- |
| Time: |  |
| Cost: |  |
| Quality: |  |

**Issues Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Raised | Raised by | Description | Action taken | Date closed |
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**Lessons Learned:**