**Month**

Year

**CentreTEK Solutions | 8318 Forrest St | Ellicott City, MD 21043**

08

**Fall**

[Project Name] Monthly Status Report

[Client]

Executive Summary of [Project description] Tasks



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[Project Name]  
Monthly Status Report

Executive Summary of [Project Description] Tasks

# Activities

CentreTEK services for [Client] during [Month & Year] were divided into the following categories:

|  |  |
| --- | --- |
| Category | Hours |
| Category #1 | x |
| Category #2 | x |
| Category #3 | x |
| Total | x |

During this period, CentreTEK [provide information on activities and tasks (refer to categories above) accomplished during this period].

## Category #1

*[# of hours] Hours*

### Task #1 Title

The following tasks were completed for the [task #1 title]:

* Task 1
* Task 2
* Task 3
* Task 4

### Task #2 Title

The following tasks were completed for the [task #2 title]:

* Task 1
* Task 2
* Task 3
* Task 4

## Category #2

*[# of hours] Hours*

### Task #1 Title

The following tasks were completed for the [task #1 title]:

* Task 1
* Task 2
* Task 3
* Task 4

### Task #2 Title

The following tasks were completed for the [task #2 title]:

* Task 1
* Task 2
* Task 3
* Task 4

## Category #3

*[# of hours] Hours*

### Task #1 Title

The following tasks were completed for the [task #1 title]:

* Task 1
* Task 2
* Task 3
* Task 4

### Task #2 Title

The following tasks were completed for the [task #2 title]:

* Task 1
* Task 2
* Task 3
* Task 4

# Project Management and Planning Activities

* Reporting activities associated with [Month & Year] reporting was completed.
* Various updates were provided to [Client] staff.
* [Additional PM-related activities such as attending meetings, phone conferences, etc.]

# Plan for Next Month ([Month & Year])

As part of the next phase of support, CentreTEK will be working to document and produce the following items:

* [Month] End of Month Report
* Item #2
* Item #3
* Item #4
* Item #5
* Item #6
* Item #7
* Item #8