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| **INTERIM REPORT  FOR THE**  **[[PROJECT NAME]]**  Version: Date: |
| Team Name:  Team Member 1:  Team Member 2:  Team Member 3:  Team Member 4:  Team Member 5: |

**Project Interim Report**

1. **Purpose, Scope, and Objectives  
   *IEEE Std 1058-1998 Guidance***

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| *This clause shall define the purpose, scope, and objectives of the project. This shall include a brief statement of the business or system needs to be satisfied by the project, with a concise summary of the project objectives, the products to be delivered to satisfy those objectives, and the methods by which satisfaction will be determined. The project statement of purpose shall describe the relationship of this project to other projects, and, as appropriate, how this project will be integrated with other projects or ongoing work processes.* |

1. **WBS (Work Breakdown Structure) including Milestones  
   *IEEE Std 1058-1998 Guidance***

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| *This clause shall specify the work activities, schedule, resources, budget, milestones and Gantt Chart. Please create using MS Project Management tool or Mind View* |

1. **Key Deliverables  
   *IEEE Std 1058-1998 Guidance***

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| *This shall include key deliverables of the information system* |