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<Insert Project Name> Created/updated 12/04/13

**PRINCE2™- 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 2*  *This Reporting Period 2*  *Next Reporting Period 3*  *Work Package Tolerance Status 3*  *Issues and Risks 3* |
| ***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.* |

|  |  |
| --- | --- |
| **Project** |  |
| **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)*