***Purpose***

*A Checkpoint Report is used to report, at a frequency defined in the Work Package, the status of the Work Package.*

***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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Quality Management**

(activities undertaken this period)

# Lessons Identified

## Next Reporting Period

**Products**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product**  **Ref** | **Product name** | **Work to be undertaken** | **Date to be**  **Completed?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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)