**PROJECT PERFORMANCE REPORT**

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| **Project Title:** |  | | |  | | **Date Prepared:** | |  |
| **Project Manager:** | |  |  | | **Sponsor:** | |  | | |

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| [Accomplishments for This Reporting Period](#Accomplishments_for_This_Reporting_Perio" \o "List all work packages or other accomplishments scheduled for completion for the current reporting period.) |
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| [Accomplishments Planned but Not Completed This Reporting Period](#Accomplishments_Planned_but_Not_Complete" \o "List all work packages or other accomplishments scheduled for the current period but not completed.) |
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| [Root Cause of Variances](#Root_Cause_of_Variances" \o "Identify the cause of the variance for any work that was not accomplished as scheduled for the current period.) |
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**PROJECT PERFORMANCE REPORT**

| [Impact to Upcoming Milestones or Project Due Date](#Impact_to_Upcoming_Milestones_or_Project" \o "Identify any impact to any upcoming milestones or overall project schedule for any work that was not accomplished as scheduled. Identify any work currently behind on the critical path or if the critical path has changed based on the variance.) |
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[Planned Corrective or Preventive Action](#Planned_Corrective_or_Preventive_Action" \o "Identify any actions needed to make up schedule variances or prevent future schedule variances.)

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[Funds Spent This Reporting Period](#Funds_Spent_This_Reporting_Period" \o "Record funds spent this period.)

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[Root Cause of Variances](#Root_Cause_of_Variances)

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**PROJECT PERFORMANCE REPORT**

| [Impact to Overall Budget or Contingency Funds](#Impact_to_Overall_Budget_or_Contingency" \o "Indicate impact to the overall project budget or whether contingency funds must be expended.) |
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[Planned Corrective or Preventive Action](#Planned_Corrective_or_Preventive_Action)

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[Accomplishments Planned for Next Reporting Period](#Accomplishments_Planned_for_Next_Reporti" \o "List all work packages or accomplishments scheduled for completion next period.)

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[Costs Planned for Next Reporting Period](#Costs_Planned_for_Next_Reporting_Period" \o "Identify funds planned to be expended next period.)

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**PROJECT PERFORMANCE REPORT**

| [New Risks Identified](#New_Risks_Identified" \o "Identify any new risks that have been identified this period. These risks should be recorded in the Risk Register as well.) |
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| Risk |
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**[Issues](#Issues" \o "Identify any new issues that have arisen this period. These issues should be recorded in the Issue Log as well.)**

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| Issue |
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**[Comments](#Comments" \o "Record any comments that add relevance to the report.)**

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