**Date: {Todays Date}**

**Project: Illinois Dept. of Child and Family Services**

**To**: *Jeff Johnson, Jakob Lohrenz, Sue Harvey*

**From:** *{Consultant Name}*

**CC:**

**Reporting Period**: ***{Reporting Period}***

***Accomplishments***

During this period the following accomplishments were made:

* Accomplishment #1
* Accomplishment #2

***Planned Activities for next status period***

The following activities/tasks are planned for the next reporting period:

* Planned Activity #1
* Planned Activity #2

***Progress Summary***

* Summary Item #1
* Summary Item #2

***Issues/Concerns***

* None at this time

***Next Status Report: {Next Report Date}***