

PROJECT REPORT

Instructions for using the Project Report form

If starting from the Template, save as "Project Report name month_day_year." (It should look like this "Project Report Web 1_19_04"). Form should be locked—all you need do is use the Tab key or mouse to navigate to whichever field you wish to fill out. Numbers should match side by side, so Deliverable number 5 should have the person responsible indicated under Responsible number 5.

Indicative Data	Deliverables	Responsible
Date: Project Name: Project Lead: Project Team: Deadline:	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
Action Items	Responsible	Action Item Due
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
Additional Comments:		