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| --- | --- | --- | --- |
| **Client:** |  | **Report No:** |  |
| **Project:** |  | **Date Prepared:** |  |
| **Project #:** |  | **Prepared By:** |  |
| **Subject:** |  | **File:** |  |
| **Distributed to:** |  | | |

Project reports are issued on a periodic basis. They reflect the author’s understanding of the project status at the time of the report. Should any recipients of this report have a different understanding they should advise to the author within 5 days of receipt.

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1 | Budget: |  |
|  |  |  |
| 2 | Schedule: |  |
|  |  |  |
| 3 | Program: |  |
|  |  |  |
| 4 | Design: |  |
|  |  |  |
| 5 | Previous Month’s Major Activities: |  |
|  |  |  |
| 6 | This Month’s Planned Major Activities: |  |
|  |  |  |
| 7 | Risks and Issues: |  |
|  |  |  |
| 8 | Sustainable Design: |  |
|  |  |  |
| 9 | Summary of Appendices: |  |
|  |  |  |