**ONE-PAGE PROJECT REPORT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** |  | | **PROJECT NO.** |  | | |
| **PROJECT MANAGER** | | **PERIOD COVERED** | **DATE OF**  **STATUS ENTRY** | | **PROJECTED DATE**  **OF COMPLETION** |
|  | |  |  | |  |

PROJECT DESCREPTION

|  |
| --- |
|  |

PROJECT OVERVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **STATUS** | **DETAILS** | **COMMENTS** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

KEY RISKS AND ISSUES

|  |  |  |  |
| --- | --- | --- | --- |
| **RISK / ISSUE NAME** | **STATUS** | **OWNER** | **DESCRIPTION** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |