

PRINCE2™- Checkpoint Report

Project Name:			
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Note: This document is only valid on the day it was printed

Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose

A Checkpoint Report is used to report, at a frequency defined in the Work Package, the status of the Work Package.

Contents

The Checkpoint Report should cover the following topics.

Follow ups from previous periods.....	3
This Reporting Period.....	3
Next Reporting Period.....	4
Work Package Tolerance Status.....	4
Issues and Risks.....	4

Advice

The Checkpoint Report is derived from the: Work Packages; Team Plan and actuals and the previous Checkpoint Report

A Checkpoint Report can take a number of formats, including: Oral report to the Project Manager (could be in person or over the phone); Presentation at a review meeting (physical meeting or conference call); Document or email issued to the Project Manager; Entry in a project management tool.

The following quality criteria should be observed:

- *Prepared at the frequency required by the Project Manager*
- *The level and frequency of progress assessment is right for the stage and/or Work Package*
- *The information is timely, useful, objective and accurate*
- *Every product in the Work Package, for that period, is covered by the report*
- *Includes an update on any unresolved issues from the previous report.*

Date of Checkpoint	
Period Covered	

Follow ups from previous periods

(for example action items completed or issues outstanding)

This Reporting Period**Products**

Product Ref	Product name	Work undertaken	Date Completed

Quality Management

(activities undertaken this period)

Lessons Identified

Next Reporting Period

Products

Product Ref	Product name	Work to be undertaken	Date to be Completed?

Quality Management

(activities planned for this period)

Work Package Tolerance Status

(How execution of the Work Package is performing against its tolerances (e.g. cost/time/scope actuals and forecast)

Issues and Risks

(Update on issues and risks associated with the Work Package)