

PROJECT SUMMARY REPORT

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PROJECT NAME

REPORT DATE

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EXECUTIVE SUMMARY

PROJECT MANAGER

PROJECT NO.

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PHASE

LAUNCH DATE

	TARGET		ACTUAL	

PROJECT SUMMARY

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PROJECT DOCUMENT REPOSITORY

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STEERING COMMITTEE ESCALATION

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PROGRESS SINCE PREVIOUS REPORT

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KEY PROJECT TO BE COMPLETED

PROJECT	TARGET DATE OF COMPLETION

ADDITIONAL INFORMATION

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APPROVED BY name and title	APPROVED BY signature	DATE

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