

# APPENDIX D

## Bi-Weekly Progress Report

Status Report for the period MMMM – DDD to MMMM – DDD, YYYY		
Item	Status	Action Items for Follow up
<b>Tasks completed during reporting period</b>		
•		
<b>Tasks initiated during reporting period and ongoing tasks</b>		
•		
<b>Preparatory activities / actions required in advance of future tasks</b>		
•		
<b>Outstanding risks / issues to be resolved</b>		
•		
<b>Upcoming key dates / milestones</b>		
•		
<b>Project Manager ( ) Signature</b>		