

Template: Periodic Report

Project Name:	
Date of Report:	Project Start/End Dates:
Project Location(s):	Funds Disbursed This Period:
	Funds Remaining:

Summary of activities since last report:

Describe purchases/expenditures, awards made, equipment installed, and any other milestones or metrics reached in this period. Explain progress or delays, or anticipated scope of work changes. Provide update on risks, whether significant risks are no longer likely, or whether any materialized and how they were addressed.

Project Task/Activities	Metric/Milestone Description	On time? On budget?	Date Completed

Task/activities expected in next report:

Attachments: Draft Press Release Concerning Milestone X