| **R.08 Checkpoint Report** |
| --- |
|  |
| Project name:  |  | Project ID: |  | Period: |  | Date: |  |
| Work Package title:  |  |
|  |
| 1. **This reporting period**
 |
|  |
| * The products being developed by the team during the reporting period
* The products completed by the team during the reporting period
* Quality management activities carried out during the period
* Lessons identified
 |

|  |
| --- |
| 1. **Next reporting period**
 |
|  |
| * The products being developed by the team in the next reporting period
* The products planned to be completed by the team in the next reporting period
* Quality management activities planned for the next reporting period
 |

|  |
| --- |
| 1. **Work Package tolerance status**
 |
| *How execution of the Work Package is performing against its tolerances (e.g. cost/time/scope actual and forecast)*  |
|  |

|  |
| --- |
| 1. **Issues and risks**
 |
| *Update on issues and risks associated with the Work Package.* |
|  |

|  |
| --- |
| 1. **Follow-ups**
 |
| *From previous reports, for example action items completed or issues outstanding* |
|  |

***Note:***

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