| **R.08 Checkpoint Report** | | | | | | | |
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| Project name: |  | Project ID: |  | Period: |  | Date: |  |
| Work Package title: |  | | | | | | |
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| 1. **This reporting period** | | | | | | | |
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| * 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 | | | | | | | |

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| 1. **Next reporting period** |
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| * 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 |

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| 1. **Work Package tolerance status** |
| *How execution of the Work Package is performing against its tolerances (e.g. cost/time/scope actual and forecast)* |
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| 1. **Issues and risks** |
| *Update on issues and risks associated with the Work Package.* |
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| 1. **Follow-ups** |
| *From previous reports, for example action items completed or issues outstanding* |
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***Note:***

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