orgwide
custom
learning
solutions

Phase 1: Project Initiation

Status Report

Deliverable	Recent Accomplishments & Near-Term Deliverables	Planned Completion Date (Week Ending)	Actual Completion Date

Notes pertaining to any missed completion dates or obstacles preventing work from being completed			
Deliverable	**Date**	**Obstacle or reason for missing deadline**	**Status Update**

Conference Call & Meeting Schedule			
Deliverable	**Date**	**Attendees**	**Agenda**