

Name: _____ Reporting Date: _____

Project Name/Number: _____ Project Due Date: _____

Project Deliverable Description: _____

Main Contact: _____ Secondary Contact: _____

_____ number of pages written or revised

_____ number of screenshots taken, revised, resized and placed

_____ number of HTML pages created

SME input received from: _____

SME input needed from: _____

Highlights of work accomplished this week: _____

Highlights of work to be accomplished next week: _____

Any complications or setbacks dealt with this week? _____

Challenges?

1. _____

2. _____

Select the statement that best describes the current status of my work on this project:

a. I am right where I'm expected to be at this point

b. I am slightly behind, but expect to make up the time by _____

c. I am ahead of schedule

d. I am behind schedule and need help with _____