

WORKSHEET #7: PROJECT REPORTING REQUIREMENTS AND FREQUENCY

The COOP leader issues a [weekly/monthly/quarterly] report to senior management. This report contains a brief executive summary, which is additionally distributed to the executive director/general manager and board members as appropriate.

COOP Leader	
Distribution for COOP leader's monthly progress report is as follows.	
Name of Person	Name or department/unit for which responsible
Distribution for executive summary only:	
Name of Executive or Board Member	Department represented within agency
<p>The contents of the report include:</p> <p>Activities accomplished during the previous month:</p> <p><i>Activities completed</i></p> <p><i>Outstanding issues encountered</i></p> <p><i>Means of resolving these issues</i></p> <p>Progress made against agreed milestones:</p> <p><i>Milestone description</i></p> <p><i>Scheduled date</i></p> <p><i>Progress made</i></p> <p><i>Likelihood of meeting scheduled date</i></p>	
Completed by: Name	Date:
Reviewed by: Name	Date:

This worksheet is from the National Cooperative Highway Research Program (NCHRP)