**[Type the company name]**

26 August 2009

**Checkpoint Report**

**PRINCE2 Checkpoint Report**

**John Doe**

Checkpoint Report

# Purpose

To report the status of work over a period by either an individual or a team, Checkpoint Reports are produced at a frequency defined in the Stage Plan and/or Work Package.

# Derivation

The Checkpoint Report may be derived from the following:-

* Work Package
* Team Plan and actuals
* Previous Checkpoint Report

# Quality criteria

What makes a excellent Checkpoint Report

* Prepared at the frequency required by the Project Manager
* The level and frequency of progress assessment is right for the stage and/or Work Package
* The information is timely, useful, objective and accurate
* Every product in the Work Package, for that period, is covered by the report
* Includes an update on any unresolved issues from the previous report

# Tailoring

It is a principle that a PRINCE2 project tailors the method to suit its needs. Tailoring refers to the appropriate use of PRINCE2 on any given project, ensuring that there is the correct amount of planning, control, governance and use of the management products.

You may find it necessary to tailor this template up or down to meet the needs of your project. For everyone involved in the project, it should remain clear as to what the purpose of this management product is, what it should comprise and what the quality criteria are.

This template could quite easily be reduced to a 2 or 3 page document if required

# Date

Sunday, April 18, 2010

# Period

*The reporting period covered by the Checkpoint Report.*

# Follow ups

From previous reports, for example provide a brief synopsis of progress on work allocated to you since you last submitted a checkpoint report. Highlight any issues, risks or actions you wish to bring to the project manager’s attention.

|  |
| --- |
|  |

# This reporting period

*The products being developed by the team during the reporting period.*

|  |  |  |
| --- | --- | --- |
| **Developed Products** | **Planned Date** | **Forecast date** |
|  |  |  |
|  |  |  |
|  |  |  |

*The products completed by the team during the reporting period.*

|  |  |  |
| --- | --- | --- |
| **Completed Products** | **Planned Date** | **Completed Date** |
|  |  |  |
|  |  |  |
|  |  |  |

*Quality management activities carried out during the period.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality Identifier** | **Product Identifier** | **Product Title** | **Dates** | **Results** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Lessons identified.*

|  |  |  |
| --- | --- | --- |
| **Lesson Type** | **Lesson Detail** | **Logged By** |
|  |  |  |
|  |  |  |

# Next reporting period

*The products being developed by the team during the next reporting period.*

|  |  |  |
| --- | --- | --- |
| **Developed Products** | **Planned Date** | **Forecast date** |
|  |  |  |
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|  |  |  |
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*The products to be completed by the team during the next reporting period.*

|  |  |  |
| --- | --- | --- |
| **Completed Products** | **Planned Date** | **Forecast Date** |
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*Quality management activities to be carried out during the next period.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality Identifier** | **Product Identifier** | **Product Title** | **Dates** | **Results** |
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# WorkPackage tolerance status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tolerance** | **Element** | **Actual** | **Forecast** | **Variance** |
| WorkPackage | Time |  |  |  |
| Cost |  |  |  |

# Issues and Risks

|  |  |  |
| --- | --- | --- |
| **Ref** | **Item** | **Description and update** |
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Type: PI – Project Issue; RFC – Request For Change; OS – Off-specification; R – Risk

# Supporting Information

[Add here any supporting information, such as comments, charts, tables, documents or diagrams that will assist].

# Checkpoint Report Sections Omitted

* [Omitted section]
* [Omitted section]

# Document Distribution

|  |  |  |
| --- | --- | --- |
| **Name** | **Organization** | **Role** |
|  |  |  |
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# Approvals

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

This document requires the following approvals

**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_