

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- The report is prepared at the frequency required by the project manager.
- The level and frequency of progress assessment is right for the management 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.
- The report includes an update on any unresolved issues from the previous report.

Checkpoint report

Project:

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

2 Date

[Date of the checkpoint.]

3 Period

[The reporting period covered by the checkpoint report.]

4 Follow-ups

[The outstanding items from previous reports (e.g. action items completed or unresolved issues.)]

5 This reporting period

[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.]

6 Next reporting period

[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.]

7 Work package tolerance status

[How execution of the work package is performing against its tolerances (e.g. cost/time/scope actuals and forecast).]

8 Issues and risks

[An update on issues and risks associated with the work package.]