

TO _____ (Pharmacy Director; Facility Project Liaison)

FROM _____ (Consultant)

CC _____ (Relevant Stakeholders)

DATE _____

'PROJECT NAME'

Status Report for week ending _____, 20_____

Executive Summary

(The Executive Summary should provide a highlight of the key accomplishments, key risks, and issues identified during the reporting period. Anyone should be able to read the Executive Summary and have a clear understanding of the work accomplished and issues identified.)

Summary of Accomplishments

(A detailed list of all accomplishments for the reporting period including work completed, work in progress, meetings attended, etc)

Issues and Recommendations/Resolutions

(All key project issues identified by the consultant or the client that could potentially affect the consultant's deliverables should be reported and tracked here.)

Goals for the next reporting periods

(All planned work and key events for the next reporting period should be listed here. This not only provides stakeholders with a list of planned work but is also a guide for the consultant to use during the next report period to verify that required work has been accomplished.)