

Quarterly Performance Status Outline

1. Basic Information

Manager Name:

Quarter & Year:

Date of Report:

Department/Team:

2. Executive Summary

3. Key Objectives & Results

- Objective 1:

Progress & Results:

- Objective 2:

Progress & Results:

- Objective 3:

Progress & Results:

4. Achievements & Successes

5. Challenges & Obstacles

6. Action Items & Next Steps

- _____
- _____
- _____

7. Additional Notes / Requests for Support
