

Project Schedule Update Document

1. Project Information

Project Name	
Project Manager	
Date	
Reporting Period	

2. Executive Summary

3. Key Milestones Status

Milestone	Original Date	Current Date	Status	Comments

4. Schedule Changes Since Last Update

Task/Milestone	Previous Date	New Date	Change Reason

5. Current Risks & Issues Impacting Schedule

Risk/Issue	Impact	Mitigation

6. Next Steps & Actions

Action Item	Responsible	Due Date	Status

7. Important Notes

- This document serves as a formal record of schedule status and changes for the reporting period.
- Ensure all changes and their reasons are clearly documented for future reference.
- Review risks and mitigation plans regularly to maintain project momentum.
- Keep stakeholders informed by sharing updated versions promptly.