

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.