

Executive Summary of a Project Report

Logo

The one pager provides the executive summary of a project report. Under this, we have covered company's logo project title, company's address, project overview, project details (project name, number, sponsor, owner, manger etc.), key accomplishments (for current period as well as for next period), financial overview of the projects, project deliverable timeline, key risk associated with the project

Project Title: Technology Upgradation

Address: street 1, City, State, Country, Zip Code

Email: infor@abc.com

website: www.abc.com



Project Overview

- XYZ Technology company is facing technological inefficiency due to unstable server. The company seeks to replace the current server to avoid multiple reboots.
- Major goal of the project is to solve the problem of instability in current company server. Replace the current server and perform tune ups

PROJECT DETAILS

Project Name	Server Replacement Project	Project Number	SRP002673546
Project Sponsor	ABC company's Management Team	Project Owner	ABC Enterprises Ltd
Program Manager	Stuart Hughes	Project Manager	Stan Smith
Completed by	08/22/2020		

KEY ACCOMPLISHMENTS

Current Period

< List in bullet from the top 3-5 items of progress of progress of this reporting period.>

- ☐ Add Text Here
- ☐ Add Text Here
- ☐ Add Text Here
- ☐ Add Text Here

Planned for next period

<List in bullet from the top 3-5 key items to be completed before the next reporting report. This should list what is to be expected in the next 30-60 days.>

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Financial Overview of the Project

Total Project Cost Split (in \$)



Project Deliverable Timeline

Project Deliverable	March	April	May	June	July
Technical Interpretation		○	○	○	○
Engineering Report			○	○	○
Resource Availability Report				○	○
Server Replacement				○	○

KEY RISKS

Risk	Response	Date Identified	Status	Owner
Server Failure risk	Use Latest Technology	03/01/2020	Done	Stan Smith
Add text here	Add text here	Add text here	Add text here	Add text here
Add text here	Add text here	Add text here	Add text here	Add text here
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Sample Shortlist Report Executive Search

Jessica J Manson



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