

<insert period: Weekly/Monthly/Bi-weekly> Status Report

# To: Client liaison/manager

## From: HR Consultant name

# For period of: Start date (DD/MM/YYYY) to End date (DD/MM/YYYY)

## Main areas of focus for the period:

- Insert main high level areas or projects you focused on
- Insert main high level areas or projects you focused on

### Accomplishment or results:

(Focus on results and accomplishments and avoid tasks such as meetings and administrative tasks.)

- Insert accomplishment or result
- Insert accomplishment or result

### Activities still in progress:

- Insert activity
- Insert activity

New activities to begin next period:

- Insert activity
- Insert activity

### Issues or roadblocks requiring immediate attention:

- Insert issue
- Insert issue

### Interdependencies or identified risks that will affect successful outcomes:

- Insert interdependency
- Insert interdependency

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