

**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:**

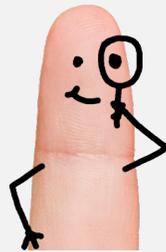
- ◆ Insert activity
- ◆ Insert activity

**Issues or roadblocks requiring immediate attention:**

- ◆ Insert issue
- ◆ Insert issue

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

- ◆ Insert interdependency
- ◆ Insert interdependency



### Preview for this page is not available

This template is included in the **HR Consulting Kit**, a comprehensive kit that features templates & best practices to set up & manage your HR consulting practice.

Unlock all templates included in the  
ConnectsUs HR™ Consulting Kit.  
[Link in footer.](#)