

Exhibit 10-2: Interim Report Template

Title page

- Name of project
- Name of client organization
- Author(s) and affiliation/s
- Period covered by report
- Report number (#1, #2,...)
- Date of report submission

Table of Contents (for reports of 15 pages or more)

Introduction

- Outline and/or specification of objectives worked on during reported time period
- Actions taken (in bullet-point form)

Accomplishments (in bullet-point form)

Concerns

- Project
- Personnel

Financial Report (use client formats and guidelines)

Recommendations

Appendixes

- Drafts of materials or reports
- Sample plans
- Meeting minutes
- Useful documents