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| --- | --- |
| **Contacts** | |
| **Project Lead** | Name of PL (Team) |
| **Producer** | Name of PRD (Publ.) |
| **Marketing** | Name of MR (Publ.) |

**Game Title**

**Month**

Author

|  |
| --- |
| **Executive Summary** |
| **Progress this Month** |
| * Bullet Points of major goals achieved this month |
| **Major Goals next Month** |
| * Bullet Points of major goals for next month |
| **Occured Problems & Methods of Resolution** |
| * Description of occurred problems * Description of potential/planned solutions |

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| **Top-Ten Risk-List** | | | |
| **No.** | **Risk** | **Mitigating Action** | **Responsible** |
| 1. | **Risk 1:** Description… | Description | Who? |
| 2. | **Risk 2:** Description… | Description | Who? |
| 3. | **Risk 3:** Description… | Description | Who? |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |