**Fortnightly Activity Report** Fortnight ending: ­­\_\_\_ / \_\_\_ / \_\_\_

The Fortnightly Activity Report is a track of the key actions that were planned for completion in the past fortnight, alongside the planned activity for the next fortnight. It is not intended to be onerous reporting in high detail. Similarly, the identification of risks should be considered at the level of key risks that may impact the major deliverables in your schedule.

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| **Planned actions this fortnight** | **Complete** |  | **Planned actions for next fortnight** |
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| **Risk Identified** | **Mitigation Strategy** | **Accountability** | **Status** |
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