

MONTHLY GENERAL MANAGER REPORT

Date of Report	Report #	Report of Month / year	Submit to

Key meetings of month

Meeting #	Meeting Date	Meeting Subject	Description

Achievements of month

On going projects

Project ID	Project Name	Project Running (loc)	Description of Project

Pending Points of Month – Forwarded for next meeting

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Priority of next month

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