

Project Progress Report

Use this form to help assess progress, present this information to others, and think through next steps.

Project:

Prepared by:

For the period from:

to:

Current Status

Key milestones for this period:

Achieved (list)

Coming up next (list)

Key issues or problems:

Resolved (list)

Need to be resolved (list)

Key decisions:

Made (list)

Need to be made: (list)

By whom

When

Budget status:

Implications

Changes in objectives, timeline/delivery dates, project scope, resource allocation (including people and financial)

Next steps

List the specific action steps that will be done to help move this project forward successfully. Put a name and date next to each step if possible.

Step

Person Responsible

Date

Comments: