

## 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: