

Project Progress Report



Project Name: _____ Project Start dtd. _____ End dtd. _____

Project % Completed: 0% Project Planned % 10%

Summary

Last Week Update

Tasks
Deliverables
Meetings
Communications
Decisions

This Week Update

Tasks
Deliverables
Meetings
Communications
Decisions

Overall Project Timeline Completion Status – 00% complete

Phase, Milestone	Task: 00% complete
Phase, Milestone	Task: 00% complete

Overall Budget Spent

00% spent	00% remaining
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Upcoming Tasks and Milestones

Task/Milestone	Target Date	Detail

Action Items

Action item	Owner	Due Date	Notes

Project Risks, Issues, and Mitigation Plans

Project issue	Risk	Mitigation	Notes