[Project Name] Progress Report

Status Report Date:

Project team members:

Advisor name:

Client/Sponsor name (if applicable):

Status Period: From: To:

Cost performance [cost variance] % under/over estimated hours

Schedule performance [schedule variance] % ahead/behind schedule

|  |  |
| --- | --- |
|  | $ or #of hours |
| Planned hours to date |  |
| Actual hours to date |  |
| Approved total project hours |  |
| Estimated total hours at completion |  |

Issues requiring advisor/client attention

1

2

Changes to scope, schedule, hours during this period

1

2

Major problems encountered and planned action to resolve

1

2

Issues identified this period and required action

1

2

Major accomplishments in the past period

1

2

Client feedback from this week (if applicable)

1

2