

| <h2 style="margin: 0;">Project Leader's Progress Report</h2> | | | | | | For the period: _____ | |
|---|----------------------------------|----------------------------------|-----------------------------|-------------------------------|----------------|-------------------------------|-------------------------|
| The project: _____ | | | | | | | |
| 1 Status of software risks | | | | | | | |
| No. | Risk item | Activities involved | Other projects involved | Solved | Risk severity | Comments | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| Risk severity: 1 – Solution expected within one month. 2 – Solution expected within 3 months. 3 – Solution expected within 6 months. 4 – Solution directions are available, good success prospects. 5 – All trials failed, no possible solution is identified. | | | | | | | |
| 2 Status of resources use | | | | | | | |
| No. | Activity | Hours Worked | | | | Percent of activity completed | Comments |
| | | Planned | Used prior to report period | Invested during report period | Total invested | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 3 Project completion estimates (mark the most probable estimate) | | | | | | | |
| Human resources | Completed with less than planned | No additional resources required | 10% Excess | 20% Excess | 30% Excess | 40% Excess | 50% Excess or more |
| Timetable | Completed before planned date | Completed on time | 2 weeks delay | 1 month delay | 2 months delay | 4 months delay | 6 months delay and more |
| Comments: | | | | | | | |
| Signed: Name: _____ Date: _____ Signature: _____ | | | | | | | |

Figure 20.1: Project leader's progress report – example