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| **PROGRESS REPORT NO.:** | |  | |
| **PROJECT:** | |  | |
| **Sub-project** **:** | | **From:** |  |
| **Period:** |  | | |
| **To:** | <Crisplant Project Manager> | | |

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| **1.** | **Executive Summary** |
|  | (Describe the state and progress of the project in a short **summary.** Comment on the project time schedule, risks, finance and **milestones**.) |
| **2.** | **Milestones** |
|  | |  |  |  | | --- | --- | --- | | **Milestones** | **Date** | **Status** | |  |  |  | |  |  |  |   (Key milestones for the project at present) |
|  |  |
| **3.** | **Financial state** |
|  | (If relevant make statements about the financial state of the project) |
|  |  |
| **4.** | **Risks and solutions** |
|  | (List the 2-3 most important risks to the project and present your suggested solutions ) |
|  |  |
| **5.** | **Opportunities** |
|  | (List Opportunities that you see in the project and actions taken) |
|  |  |
| **6.** | **Scope Changes** |
|  | (List any scope changes and indicate how these are being dealt with) |
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| **7.** | **Other Comments** |
|  | (Customer relations, open points, etc.) |
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