# Progress Problems Plans Report

Presented By: your name

## Progress

Project and Team

* List the major elements for the project completed last week
* What features were completed and are new
* What features were added that have significantly changed

Team Members (make sure to include team member names)

* List the major tasks completed by this individual for the previous week
* List areas of focus for the prior week
* What should be evident in this week’s PPP build and report?
* Limit to 5 relevant/key items to discuss

## Plans

Project and Team

* List the major elements will be added to the project this week?
* What are main areas of focus for the team this week?
* What should be evident in next week’s PPP build and report?

Team Members (make sure to include team member names)

* What task and responsibilities will the team member be focusing on this week?
* When will these tasks and responsibilities be completed?
* What should be evident in next week’s PPP build and report?
* Limit to 5 relevant/key items to discuss

## Problems

Project and Team

* List any major obstacles that exist for the project and Team potentially week?
* Include any requirement of the program to assist these obstacles?
* What evidence should be evaluated in next week’s PPP build and report?

Team Members (make sure to include team member names)

* List any dependencies the individual has for completing their tasks this week
* Include any requirement of other team members or the program to assist with these obstacles?
* What evidence should be evaluated in next week’s PPP build and report?
* Limit to 5 relevant/key items to discuss