# Daily Project Status Report

**Progress Report #1**

**Reporting Period: 18/06/2017 to22/06/2017**

**Submittal Date** < **18/06/2017**>

**Contract No.**

**Project Name: Deera coffee**

**Project Coordinator Name:**

**Project Manager (print and sign):**

Distribution: Management: <name 1, title>

<name 2, title>

<client name> <name 1, title>

<name 2, title>

#### **Management Summary**

Enter a very brief summary of whether or not the project is on target to meet its key delivery dates, and is on target to meet its budget objectives. If not, what is the key reason (s). You might also indicate in here any significant risks that are in danger of occurring or have occurred, and what you need from your management and the client in the short term to make the project successful. This section should be no more than half to one page, regardless of project size**. It should be just one sentence if everything is going according to plan.**

#### **Key Milestones Table (those that represent significant project progress)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Id. | Title | Plan start date | Plant completion | Actual start date | Actual completion date | **% of Work Complete** |
| 1 | Order from start to end | - | - | - | - |  |
|  | Change sahalat restaurant to shop and dish to coffee |  |  |  |  |  |
|  | Add new options to project |  |  |  |  |  |
|  | Add missing parts from srs |  |  |  |  |  |
|  | Cms and fix pages |  |  |  |  |  |
|  | Fix bugs |  |  |  |  |  |

#### Progress a**nd Deviations from Plan**

Provide a brief report of any parts of the project that are NOT progressing as planned, and what is being done to address this. Achievement of key milestones or other significant measure of progress towards the key milestones may be noted. This section is NOT to just be a commentary on what you and your team did last month. If there is a need to record this for audit purposes or to demonstrate the activities to the client, then put this in an appendix to this report.

#### **Risk Register**

This may be attached to the report if it is tracked in a separate risk database. Make sure that this section, or the attachment, just contains the key project risks.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Id. | Description | | Mitigation plan (what is being done to prevent the risk) | | Contingency plan (what will be done if the risk occurs) | | Likelihood of occurring | Potential impact (dollar / schedule / quality etc) |
|  | |  | |  | |  | | | |
|  |  | |  | |  | |  |  |
|  |  | |  | |  | |  |  |

Describe any major changes since the previous report, or any other commentary you feel is appropriate.

#### **Change Request History**

List any amendments made to the original contract and ensure they have a unique identifier. Use the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Id. | Title | Schedule change (if any) | Status (in review, agreed, withdrawn) | Comments |

Describe any major changes since the previous report, or any other commentary you feel is appropriate.

#### **Other**

Add anything else you think is appropriate, such as reports on any outside audits / reviews of the project and their key findings.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |