**外包专案进度报告**

**报告编号：**

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| **项目概况** | | | |
| **承包商名称** |  | **项目号** | **开始日：**  **结束日：** |
| **项目经理** |  | **填写日期** |  |
| **主要项目组成员** | **主办方：**  **承包方：** | **项目类型** |  |
| **主要财务指标** | | | |
| **预算额** |  | **合同额** |  |
| **实际开销情况** |  | | |
| **需补充额度** |  | **剩余额度** |  |

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| **1 起始日期** | **结束日期** | **项目总体计划阶段（里程碑）** |
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| **2 起始日期** | **结束日期** | **项目总体计划已完成部分** |
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| **3本周主要已完成工作** |
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| **4 项目文档交付情况（项目至今）** | | |
| **日期** | **交付成果** | **客户审批（Y/N）** |
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| **5.风险及问题** | | | | | | | | |
|  | **上期为解决的问题** | | **本期已解决的问题** | | | **本期新问题** | | **本期未解决的问题** |
| **问题数量** |  | | |  | |  | |  |
| **突出问题汇总清单** | | | | | | | | |
| **提出日期** | | **问题报告编号** | | | **问题简单描述** | | **严重程度（大/中/小）** | |
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| **6项目更改记录** | | |
| **本期更改记录** | | |
| **更改申请报告** | **更改内容** | **顾问/客户是否批准** |
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| **累计更改记录** | | |
| **更改申请报告** | **更改内容** | **顾问/客户是否批准** |
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| **7下周重要活动** |
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| **8审计、质量和检查日程表（计划及实际）** | | | |
| 执行内容 | 执行人 | 计划执行日期 | 实际执行日期 |
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| **9其他需要说明的重要问题** |
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