# Progress Report Template -

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| **Project Name** |  |
| **Index No** |  |
| **Weekly Report No** |  |
| **Reporting period** | *e.g. 15-12-11 to 22-12-11* |
| **Section 1: Activities and Progress** | |
| 1.1 Implementation/ development progress  *Summary of tasks completed with respect to project schedule. Compare your current progress with the time line in your original schedule and state clearly if and where it deviates.* | |
| 1.2 Testing progress  *Summary of testing progress during the reporting period with respect to QA plan.* | |
| 1.3 Deviations from proposed architecture and design (if any)  *Description of deviations from the original architecture and design with the relevant reasoning and justifications.* | |
| **Section 2: Risks, Issues and Challenges** | |
| *If any significant risks or issues are identified during this week, that may hinder the progress of the project and would need to be included in a risk report, state them here.* | |
| **Section 3: Next Steps** | |
| *Provide a short overview of the work you plan to do in the following week.* | |