

PHENOMENAL PRODUCTIONS

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WORK PROGRESS REPORT (*TEMPLATE*)

Ref No.: PP-WPR-240702-0004

PROJECT DETAILS:

Client Name: [Insert Client Name]
Project Title: [Insert Project Name]
Start Date: [Insert Start Date]
Report Date: [Insert Date of this report]
Project Duration: [Insert estimated total project time]

CURRENT STATUS SUMMARY:

Current Phase: [e.g., UI Design, API Integration, Testing]
Overall Completion: [e.g., 60% Complete]
Expected Next Milestone: [e.g., Beta Testing by July 20th]

WORK DONE SO FAR:

List of all key tasks completed so far

- [Example: Homepage layout design completed]
- [Example: Database schema set up and connected]

ONGOING TASKS:

List tasks currently being worked on

- [e.g., Payment gateway integration]

- [Includes any challenges or pending assets from client]

TIMELINE EVALUATION:

Original Milestones:

- Prototype: [Date]
- Testing: [Date]
- Delivery: [Date]

Revised Timeline (if changed):

- [Explain shifts and reasons, if any]

CLIENT ACTIONS REQUIRED:

[Clearly list what the client is expected to do next, such as:]

- Approve UI screens by [insert date]
- Provide final logo files
- Respond to revision feedback

CONFIRMATION AND SIGNATURE:

CLIENT ACKNOWLEDGEMENT	ISSUED BY (PHENOMENAL PRODUCTIONS)
Name: _____	Name: Abiodun Ojo
Signature: _____	Signature: _____
Date: _____	Date: _____