**Progress Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | Reporting Period: |  |
| Project Manager: |  | Project Due Date: |  |
| Compiled By: |  | Date Submitted: |  |

**Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Current Status | Prior Status | Summary |
| Project Status | On Time | Delayed | [Brief synopsis] |
| Scope | Choose an item. | Choose an item. |  |
| Schedule | Choose an item. | Choose an item. |  |
| Cost | Choose an item. | Choose an item. |  |
| Risk | Choose an item. | Choose an item. |  |

**Tasks**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Task | Status | Objective | Planned | Actual | Progress Complete | Deliverable |
| [Name of activity] | In Progress | [What’s the objective] | [When is it planned to be done] | [When was it completed] | 25% | In Progress |
|  | Choose an item. |  |  |  | Choose an item. | Choose an item. |
|  | Choose an item. |  |  |  | Choose an item. | Choose an item. |
|  | Choose an item. |  |  |  | Choose an item. | Choose an item. |
|  | Choose an item. |  |  |  | Choose an item. | Choose an item. |
|  | Choose an item. |  |  |  | Choose an item. | Choose an item. |

**Issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue | When Identified | Action or Ignore | Owner | Resolved |
| [Define Issue] | [Date when it was identified] | [What actions are being taken to resolve it or will it be left alone] | [Who discovered it and is tasked with its resolution] | No |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |

**Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Allocation | Spent | Spent to Date |
| [Budget line item] | [Total money allocated] | [What was spent this reporting period] | [Total expenditures to date] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Accomplishments**

|  |
| --- |
| [List accomplishments over reporting period, including activities, meetings, deliverables, etc.] |

**Expected Accomplishments**

|  |
| --- |
| [List accomplishments expected to be achieved over next reporting period.] |