Progress report

Show what was done this period and what comes next.

Project	
Report period	
Prepared by	
Overall status	

Milestones

Milestone	Planned date	Forecast date	Status	Comment

Work done this period

Planned for next period

Risks and problems

How to use this template

- Pick a fixed period, such as a week or a month, and keep to it.
- Compare each milestone's planned date with today's forecast.
- Name risks early, with what you will do about each one.
- Attach photos that show the progress described.