

Progress Report

Project: _____ Reporting period: _____ - _____

1. Project information

Project name: _____

Project number: _____

Reporting period: _____

Prepared by: _____

Date: _____

2. Executive summary

Overall progress for this reporting period: percent complete, key milestones reached, and whether the project is tracking to schedule. Write this section last.

3. Work completed this period

The main activities and tasks completed during this reporting period, as bullet points.

4. Schedule status

Milestone status against plan — call out any milestones at risk, with cause and recovery plan.

Milestone	Planned date	Status	Notes

Milestone	Planned date	Status	Notes

5. Site photos

Photos (and video stills) documenting progress this period, each with a short descriptive caption. Photograph the same areas each period.

6. Issues and observations

Issues, delays, or observations affecting progress this period and their impact on the schedule.

7. Work planned for next period

The activities and tasks planned for the next reporting period, as bullet points.