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| **Progress Report Template** | | | | |
| Author: |  | | Project name: |  |
| Stakeholder: |  | | Start date: |  |
| Project manager: |  | | End date: |  |
| Report number: |  | | Status: |  |
| **Progress summary** | | | | |
| [Insert detailed summary of progress here] | | | | |
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| **Project information** | | | | |
| **Project objectives:** | | | | |
| [A brief description of the project's goals and what your project aims to achieve] | | | | |
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| **Scope of work:** | | | | |
| [An outline of the work to be performed, including key deliverables] | | | | |
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| **Cost/budget information:** | | | | |
| [Details about the project's budget, including total budget, amount spent to date, and remaining budget] | | | | |
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| **Risks and issues:** | | | | |
| [Identification of any potential risks or current issues affecting the project] | | | | |
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| **Project timeline/schedule:** | | | | |
| [An overview of the project timeline, highlighting key milestones and deadlines] | | | | |
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| **Communication plan:** | | | | |
| [Details on how project updates and communications are managed] | | | | |
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| **KPIs:** | | | | |
| [Add key performance indicators associated with the project] | | | | |
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| **Milestones** | | | | |
| **Date:** | | **Milestone:** | | **Status:** |
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|  | |  | |  |
| **Next steps** | | | | |
| [Outline the upcoming actions and plans] | | | | |
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| **Change Log:** | | | | |
| 1 |  | | | |
| 2 |  | | | |
| 3 |  | | | |
| 4 |  | | | |
| **Additional notes** | | | | |
| [Include any additional information or notes here] | | | | |
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**Instructions for using the progress report template**

1. Fill in project information
   1. In the 'Project Information' section, fill in details like the project objectives, scope, budget, risks, etc.
2. Provide a progress summary
   1. In the 'Progress Summary' section, write a detailed summary of the project's progress, challenges, and achievements.
3. Update milestones
   1. In the 'Milestones' section, list key milestones, their planned dates, and current status.
4. Outline next steps and notes
   1. In the 'Next Steps' section, outline upcoming actions and plans.
   2. In the 'Additional Notes' section, include any other important information or observations.

**Tips for Effective Use**

1. Regular updates: Keep the template updated regularly to accurately reflect the current status of the project.
2. Clarity and conciseness: Be clear and concise in your descriptions to make the report easy to understand.
3. Review and feedback: Periodically review the report with your team or stakeholders for feedback and adjustments.
4. Data visualization: Consider adding charts or graphs for visual representation of progress or budget status, if applicable.
5. Backup and version control: Regularly save backup copies and maintain version control if the document is shared among multiple users.



Looking for more templates? We’ve got you covered with simple and effective templates to improve your work. Check out [HubSpot’s 121 free business templates](https://www.hubspot.com/business-templates) designed to help your business grow today!