\<INSERT\> Project Progress Report

This report supports the assignment currently being conducted by \<INSERT\> of EPCB and is submitted to \<INSERT\> for review, feedback and directives.

Project No. / Name			
Project Start Date			
Project Completion Date			
Client Project Manager			
Consultant's Project Manager			
Report Date			
Project Progress %			
Project Status	Behind Plan	**On Target**	Ahead of Plan
Overall Project Evaluation	Un Satisfactory	**Satisfactory**	Outstanding

Activities Deviated from the Plan

#	Activities Deviated from the Plan
1.	Nil

Main Deliverables (OUTPUTS)

#	Deliverable/Milestones	Status	% Completed	Planned Completion Date*	Actual Completion Date
1					
2					
4					
5					
6					
7					
8					
9					

Status Legend: OS = On Schedule   **AS** = Ahead of Schedule   **BS** = Behind Schedule   **C** = Completed   **CN** = Cancelled   **NS** = Not Started

Tasks Completed this period (PROCESS LEVEL)

#	Tasks
1.	
2.	
3.	
4.	

Tasks In-progress/planned for Next step

#	Tasks	Owner	Due Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Key Concerns and Escalation issues

	Risk, Issue, Idea Description	Criticality	Required Action
1.			
2.			
3.			
4.			

Criticality Legend: H = High   M = Medium   L =Lo w

Attached Documents (Reviewed\Updated\Developed)

	Document Name	Version	Date	Author
1.				
2.				
3.				