

This report serves to assist the project manager as well as the management in overseeing and monitoring the progress of the projects. Fill out the necessary details below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Progress Report Number** | |  | | |
| **Reporting Date** | |  | | |
| **Reporting Period** | |  | | |
| **Contract Number** | |  | | |
| **Name of Project** | |  | | |
| **Name of Contractor** | |  | | |
| **Project Manager** | |  | | |
| **Signature** | |  | | |
|  | | | | |
| **Project**  **Task** | **Percentage Progress** | **Assigned Person** | **Expected Date of Completion** | **Remarks** |
| Task A | 0.00 % | [INSERT NAME] | 00/00/0000 | [INSERT DETAILS] |
| Task B |  |  |  |  |
| Task C |  |  |  |  |
| Task D |  |  |  |  |
|  | | | | |
| **MILESTONES** | | | | |
| **Date** | | **Milestones** | | |
| 00/00/0000 | | [INSERT DETAILS] | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | | | | |
| **IDENTIFIED ISSUES** | | | | |
| **Issues** | | **Mitigation Procedure** | | |
| First Issue | | [INSERT DETAILS] | | |
| Second Issue | |  | | |
| Third Issue | |  | | |
|  | | | | |
| **Submitted By** | |  | | |
| **Signature** | |  | | |