[INSERT ORGANISATION NAME/LOGO]

Progress report

[This template can be used to report on project progress/outcomes for small projects. Add rows as needed (e.g. stakeholder engagement) and remember to delete instructive text.]

|  |  |  |
| --- | --- | --- |
| Project title |  | |
| Project manager | [Insert name and position] | |
| Reporting period | **From:**  [Insert date] | **To:**  [Insert date] |
| Summary | [Summarise report content including project progress/outcomes to date, any changes/variations to the project plan and corrective actions taken.] | |
| Key achievements/ Findings | [Report on outcomes/key achievements/findings against objectives/deliverables since the last report.] | |
| Project schedule | [Outline whether the project is on schedule. If the project is delayed, provide an explanation as to why and include an adjusted timeline.] | |
| Project budget | **Budget amount:**  [Insert planned expenditure amount] | **Actual amount:**  [Insert actual expenditure amount] |
| **Comments:**  [Append Budget Tracker and comment on whether the project is on budget and explain any variations.] | |
| Issues/risks | [Describe issues/risks, how they have impacted the project, and what strategies have been put in place to mitigate issues/risks.] | |
| Changes/variations | [Describe any changes/variations to the Project Plan.] | |
| Recommendations/lessons learned/ Next steps | [Summarise recommendations/next steps.] | |