

# Project progress report

Project

[Name]

Period

[From – to]

Prepared by

[Name]

Overall status

[Green / Amber / Red]

## Summary

## Milestones

| Milestone | Planned date | Forecast / actual | Status |
|-----------|--------------|-------------------|--------|
|           |              |                   |        |
|           |              |                   |        |
|           |              |                   |        |
|           |              |                   |        |
|           |              |                   |        |
|           |              |                   |        |

## Budget

| Item | Budget | Spent | Forecast | Variance |
|------|--------|-------|----------|----------|
|      |        |       |          |          |
|      |        |       |          |          |
|      |        |       |          |          |
|      |        |       |          |          |

## Risks and issues

| Risk / issue | Impact | Action | Owner |
|--------------|--------|--------|-------|
|              |        |        |       |
|              |        |        |       |
|              |        |        |       |
|              |        |        |       |

## Decisions or support needed

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**Next period**

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