

Project Phase Progress Report

Project Name:

Report Date:

Phase Name:

Reporting Period:

Prepared By:

1. Phase Overview

2. Key Activities Completed

3. Key Activities Planned (Next Period)

4. Deliverables Status

| Deliverable | Status | Completion % | Comments |
|-------------|--------|--------------|----------|
| | | | |
| | | | |
| | | | |

5. Issues & Risks

| Issue / Risk | Impact | Action(s) Taken / Planned |
|--------------|--------|---------------------------|
| | | |
| | | |

6. Dependencies and Constraints

7. Additional Comments / Notes
