

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
