

Executive Annual Progress Report Form

Full Name

Position/Title

Department

Reporting Year

Date of Submission

1. Executive Summary

Provide a brief summary of key achievements and overall performance for the year.

2. Major Goals & Objectives

List the major goals and objectives outlined for this reporting year.

3. Progress & Outcomes

Describe the progress made and outcomes achieved against the goals and objectives.

4. Challenges & Solutions

Identify challenges encountered and solutions implemented during the year.

5. Professional Development

Summarize professional development activities undertaken this year.

6. Plans for Next Year

Outline key plans and priorities for the upcoming year.

7. Additional Comments

Provide any additional comments or information.

Executive's Signature

Reviewed By

Review Date