

Project Progress Review Checklist for Teams

General Information

Project Name	
Date	
Review Team	

Checklist Items

- ☐ Project objectives and deliverables are clearly defined.
- ☐ Progress against timeline and milestones is on track.
- ☐ Key project risks have been identified and addressed.
- ☐ Resource allocation is adequate and issues are resolved.
- ☐ Stakeholder communication is up to date.
- ☐ Outstanding tasks or blockers are documented and actioned.
- ☐ Action items from previous reviews have been addressed.

Notes

Add comments, decisions, or action items here...

Next Steps

Action Item	Owner	Due Date	Status