

# 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