

This report serves to assist the project manager as well as the management in overseeing and monitoring the progress of the projects. Fill out the necessary details below.

|  |  |
| --- | --- |
| **Progress Report Number** |  |
| **Reporting Date** |  |
| **Reporting Period** |  |
| **Contract Number** |  |
| **Name of Project** |  |
| **Name of Contractor** |  |
| **Project Manager** |  |
| **Signature** |  |
|  |
| **Project****Task** | **Percentage Progress** | **Assigned Person** | **Expected Date of Completion** | **Remarks** |
| Task A | 0.00 % | [INSERT NAME] | 00/00/0000 | [INSERT DETAILS] |
| Task B |  |  |  |  |
| Task C |  |  |  |  |
| Task D |  |  |  |  |
|  |
| **MILESTONES** |
| **Date** | **Milestones** |
| 00/00/0000 | [INSERT DETAILS] |
|  |  |
|  |  |
|  |  |
|  |
| **IDENTIFIED ISSUES** |
| **Issues** | **Mitigation Procedure** |
| First Issue | [INSERT DETAILS] |
| Second Issue |  |
| Third Issue |  |
|  |
| **Submitted By** |  |
| **Signature** |  |