 delivery

# Project Progress Report

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| --- | --- | --- | --- |
| **Status and Project Details** | | | |
| **Project name:** |  | **Project ID** |  |
| **Project Manager name:** |  | **Project Start:** |  |
| **Working Group Chair/Lead** |  | **Estimated Project End:** |  |
| **Report date:** |  | **Traffic Light Progress:** |  |
| **Progress Report Audience** | | | |
| **Primary Audience:** | * *E.g. Working Group* | | |
| **Secondary Audience:** | * *E.g. Project Governance, Executive Sponsor* | | |
| **Project Information** | | | |
| **Project Overview & Scope:** | * *[Overall aim of the project and project scope as outlined in Project Plan*] | | |
| **Project Milestone/Deliverables:** | * *[Detail project deliverables as outlined in Project Plan]* | | |
| **Issues & Risks:** | * *[Outline any new risks or issues encountered]* | | |
| **Project Progress** | | | |
| **Project Progress Update:** | * *[Brief statement of project performance not covered in the remainder of the report including project’s progress towards meeting targetted outcomes]* | | |
| **Changes to date:** | * *[Provide an overview of any changes to date]* | | |
| **Milestones:** | **Milestones Achieved**   1. *[List any milestones acheived]*   **Milestones in Progress**   1. *[List any relevant milestones]*   **Future Milestones**   1. *[List any relevant milestones]* | | |
| **Next steps:** | 1. *[List identified next steps]* | | |
| **Noted** (circle or attach/file email to supplement signature) | | | |
| **Executive Sponsor  (if required):** | Signature:  Date: | | |
| **Feedback/comments to consider moving forward  (if any):** |  | | |

## High level Project Milestones and/or next steps

*[OPTIONAL TABLE: Detail any relevant milestones scheduled for achievement and performance against those milestones. Baseline dates are those outlined in the Project Plan. Alternatively, updates from your project management software can be provided.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Milestone/Actions | Responsible Person | Baseline Completion Date | Forecast Completion Date | Status | Traffic Light Progress | Comment |
| *Description of Milestone* |  |  |  |  |  |  |
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