

PROGRESS REPORT US LETTER FORM TEMPLATE



PROJECT TITLE |

PROJECT NUMBER |

DOCUMENT OWNER |

PROJECT NAME |

CLIENT NAME |

INDUSTRY SECTOR |

PROJECT TYPE |

PROJECT MANAGER | WEEK STARTING / ENDING |

REPORT SUBMISSION DATE |

REVIEW LIST

Name	Role

WEEK SUMMARY

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PRIMARY TASKS COMPLETED THIS WEEK

No.	Tasks Completed	Task Ref. No. of Project Plan	Person(s) Responsible	On Schedule (Y/N)
1				
2				
3				

PROJECT DEPENDENCIES - RELEVANT TO FORTHCOMING WORK (NEXT 3 WEEKS)

No.	Description of Dependency	Task Ref. No. of Project Plan	Person(s) Responsible	Internal/External (E/I)
1				
2				
3				
4				