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# Project Report TEMPLATE

Project:	Date:
Report by:	
Project Leader(s):	Reports to:
Active Project Team Members:	
Project Purpose: •	
Date of last team meeting: (if relevant)	Date of next team meeting: (if relevant) •

Please answer the questions below using bullet point format and submit by the 2nd and 4th Friday of each month for the duration of the project.

## 1. What progress has been made in the last 2 weeks?

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## 2. Are you on target to meet the overall project goal(s)/deadlines?

Do you need to make any adjustments to stay on track?

## 3. What goal(s)/deadlines are you setting for the next 2 weeks?

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**4. Do you have any issues/problems/concerns in moving the project forward?**

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**5. Is there anyone you need help or direction from at this time? Yes/No**

If yes, who?

Regarding:

**6. Anything else you would like to share?**

eg: personal situations that are posing a challenge for you to meet the goal/deadlines