

PROJECT REPORT FOR TEAMS AND DEPARTMENTS TEMPLATE

PROJECT NAME	
PROJECT MANAGER	
TIME PERIOD	
PROGRESS SCORE (1-5, WITH 1 BEING POOR AND 5 BEING EXCELLENT)	
ISSUES NEEDING IMMEDIATE ATTENTION	
PROJECT NOTES	

COMPLETED ACTIVITIES	
PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
COMPLETION DATE	
NOTES	

PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
COMPLETION DATE	
NOTES:	

ACTIVITIES IN PROGRESS	
PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
ESTIMATED COMPLETION DATE	
NOTES	

PROJECT DESCRIPTION	
TASKS	
TEAM MEMBERS	
ESTIMATED COMPLETION DATE	
NOTES	

PREPARED BY		DATE	
AUTHORIZED BY		DATE	

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