

**Employee Progress Report**

**Full Business Name**

Address Line 1

Address Line 2

Phone: 555-555-5555

Website: www.website.com

**About Project:**

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| --- | --- | --- | --- |
| **Project Contraction** |  | **Project ID** |  |
| **Title of Project** |  | | |
| **Starting Date** | DD/MM/YYYY | **Ending Date** | DD/MM/YYYY |
| **Director’s Name & Designation** |  | | |
| **Name and Contact Details of Project Manager** |  | | |
| **Name of Partner/Institution** |  | | |
| **Program Name (and number)** |  | | |
| **Program Manager** |  | | |

**About Progress Report:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Document** | *Progress Report* | | | | | |
| **Reporting Period** | **From** *DD/MM/YYYY* **to** *DD/MM/YYYY* | | | | | |
| **Author(s) & project role** |  | | | | | |
| **Date** |  | | **Filename** | *Complete File Name and Address Where You Place this Report in Your System* | | |
| **URL** | *If the report is to be published on web* | | | | | |
| **Access** |  | *Limited Use for Concerned People* | | |  | General spreading |

### Targets Achieved in Last 4 Weeks

*List all what you have achieved for last 4 weeks and make sure to give description in more prescribed form that matches the information given in project plan so that reasons for any variations may be determined and proper. You can give this information in bulleted format.*

### Outputs of Project

*Provide a summary of all outputs of last 4 weeks.*

### Project Related Issues

*Provide information about issues that came in the way for completion of project. Give proper information about nature of issues, who dealt with the issues and what has been done.*

### Risk Analysis

*Provide information about status of any risks related to project and describe what damages these risks could impose on project and up to how much extent these risks were controlled. Don’t forget to give information about the risks that are not yet resolved.*

### What to Achieve in Next 3 Weeks

*At the end enlist all goals to be achieved for next 3 weeks or more to keep all concerned people on a track.*

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Authorized Signatures 1

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Authorized Signatures 2