

Progress reports [Mandatory]

A project status or progress report is a document that describes the progress of a project within a specific period and compares it against the project plan. Project managers use status reports to keep stakeholders informed of progress and monitor costs, risks, time and work.

- The work that's been completed
- The plan for what will follow
- The summary of the project budget and schedule
- A list of action items
- Any issues and risks, and what's being done about them

Frequency of the project progress reports can be varied based on the nature of the project and stakeholder requirements. For most projects weekly and monthly progress reports are submitted to different stakeholders. Progress reports can be documented and tracked using a suitable tool.

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