# Periodic Project Report

## [Insert Project Name]

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| PROJECT PROGRESS REPORT **Project: Project Manager:** Insert Name  Insert Project Name here  **Week Ending:** Insert week ending date for the period of reporting here  **Progress This Week:**  Enter details of progress for the period here. Progress may be entered as tasks (as they appear on the schedule), bullet points or further explanations, if required.  **Issues:**  Enter here the details of any issues that have arisen during the period.  **Key Actions Next Week:**  Enter the details of key actions and tasks scheduled for the next period here.  **Communications:**  Enter the details of specific communications executed during the period. |