Milestone-Based Progress Report

Project Title:	[Project Name]
Report Date:	[Date]
Reporting Period:	[Start Date] – [End Date]
Project Manager:	[Name]
Prepared by:	[Author Name]

1. Project Overview

[Brief summary of the project purpose, objectives, and expected outcomes.]

2. Milestone Summary Table

Milestone	Description	Status	Planned Completion	Actual Completion	Remarks
[Milestone 1]	[Description]	[Completed/In Progress/Not Started]	[Planned Date]	[Actual Date or N/A]	[Comment]
[Milestone 2]	[Description]	[Completed/In Progress/Not Started]	[Planned Date]	[Actual Date or N/A]	[Comment]

3. Key Activities & Achievements

- [Brief description of completed key activity or achievement]
- [Brief description of completed key activity or achievement]

4. Issues & Risks

- [Describe significant issues or risks encountered and mitigation actions]
- [Describe significant issues or risks encountered and mitigation actions]

5. Next Steps

- [Planned task or activity for the next period]
- [Planned task or activity for the next period]

Important Notes:

- This report provides a structured snapshot of project progress against defined milestones.
- Keep the report factual, concise, and focused on significant developments and risks.

- Use clear status indicators (e.g., Completed, In Progress) for each milestone.
- Update the report regularly to ensure timely project monitoring and stakeholder communication.
- Documenting issues and risks helps drive accountability and solution-oriented actions.