

Monthly Project Progress Report

Project Name: _____

Project Manager: _____

Reporting Month: _____

Date of Report: _____

1. Summary of Activities

Briefly summarize the main activities completed during the month.

- Activity 1: _____
- Activity 2: _____
- Activity 3: _____

2. Milestone Status

Milestone	Planned Date	Status	Comments
Milestone 1	_____	_____	_____
Milestone 2	_____	_____	_____

3. Issues and Challenges

- Issue 1: _____
- Issue 2: _____

4. Next Steps / Plans for Next Month

- Task 1: _____
- Task 2: _____

5. Summary of Budget Utilization

Category	Budgeted	Spent	Balance
Personnel	_____	_____	_____
Materials	_____	_____	_____

6. Other Remarks

Important Notes:

- This report provides regular updates on project status for stakeholders.

- Be factual, concise, and focus on progress towards milestones.
- Clearly highlight any risks, issues, and actions taken.
- Report should be submitted within the first week following each month.
- Keep all financial and milestone data up-to-date and accurate.