

# Activity Progress Report

Department \_\_\_\_\_

Reporting Period \_\_\_\_\_

Report Prepared by \_\_\_\_\_

Date of Submission \_\_\_\_\_

## 1. Objectives

Summarize the specific objectives of the activities carried out during this reporting period.

- Objective 1: \_\_\_\_\_
- Objective 2: \_\_\_\_\_
- Objective 3: \_\_\_\_\_

## 2. Activity Summary

Activity	Planned Date	Date Completed	Status	Remarks
_____	__ / __ / ____	__ / __ / ____	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Postponed	_____
_____	__ / __ / ____	__ / __ / ____	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Postponed	_____

## 3. Key Achievements

- Achievement 1: \_\_\_\_\_
- Achievement 2: \_\_\_\_\_
- Achievement 3: \_\_\_\_\_

## 4. Challenges & Issues

- Issue/Challenge 1: \_\_\_\_\_
- Issue/Challenge 2: \_\_\_\_\_
- Issue/Challenge 3: \_\_\_\_\_

## 5. Next Steps/Recommendations

- Next Step 1: \_\_\_\_\_
- Next Step 2: \_\_\_\_\_
- Recommendation: \_\_\_\_\_

## Important Notes:

- This report should be concise and focused on outcomes and progress.
- Ensure information is accurate and supported with relevant evidence where possible.
- Highlight major milestones as well as bottlenecks for management review.
- Use clear and objective language.
- Submit this report to the relevant supervisor or department head by the deadline.

