Harvard ManageMentor — PROJECT MANAGEMENT TOOLS Project Progress Report *Use this form to help assess progress, present this information to others, and think through next steps.* **Project:** Prepared by: For the period from: to: **Current Status Key milestones for this period:** Achieved (list) Coming up next (list) Key issues or problems: Resolved (list) Need to be resolved (list) **Key decisions:** Need to be made: (list) By whom When Made (list) **Budget status: Implications** Changes in objectives, timeline/delivery dates, project scope, resource allocation (including people and financial) **Next steps** List the specific action steps that will be done to help move this project forward successfully. Put a name and date next to each step if possible. Person Responsible Date Step **Comments:**