

Click to verify



































live project data for more insightful decision-making. Create status reports with one click, and customize them to reveal just the information you need. But we offer more than status reports: use our automated dashboards and reporting features for a deep look into portfolios, project plans, tasks, timesheets, team availability, workload and project variance. Imagine the time you'll save when you automate your project reporting process. Try it free today! Get just the data you want when filtering ProjectManager's automated progress reports. Who Uses a Progress Report Template? The project progress report template is a key line of communication between the project manager and the project's stakeholders. It is compiled by the project manager, or in some cases, an assistant to the project manager. However, the information is often collected through interviewing team members and the data is logged through software or the old-fashioned way. But either way, that means that the progress report is used by pretty much anyone on the project team. That's true not only for creating one but after it's been made. At this point, the stakeholder can get a look at the progress of the project over a period of time. It is also a way to get the team looking at how they've progressed and what they might do in order to get better results for the next reporting period. When to Use a Progress Report Template Progress report templates are incredibly versatile tools that can be used across industries to track and communicate project status. Here are some examples to consider. Construction Progress Report Example In a construction project, a progress report template can be used weekly or bi-weekly on a project to communicate updates on building progress. It can communicate reporting on specific phases such as foundation, framing or electrical while providing updates on material deliveries and potential delays. Use the template to track the percentage of completion of tasks, document site issues or safety concerns or report on adherence to the project schedule and budget. It can also be used to track key project milestones such as a concrete pour, building enclosure or inspections to help keep the project on schedule. IT Progress Report Example IT professionals can also benefit from using a progress report template. The project manager may use it to report on completed tasks or upcoming milestones to help the project stay on schedule. It's the ideal place to document technical changes, roadblocks, bug fixes and testing reports in one streamlined location. An IT project manager may use it to provide regular updates on software development sprints or to track progress on data migration for a cybersecurity project. They can use it to better understand what resources are being used and if any resources are under or overutilized. Marketing Progress Report Example In marketing, the progress report template allows for the data-driven analysis of a campaign's performance. For example, a project manager may use a progress report template to provide weekly or monthly updates on campaign performance to either the team or an external client. This template can help report on social media engagement or website traffic while tracking progress on content creation or advertising placements. This progress report template for Word can capture marketing campaign metrics like reach, impressions or conversions. It can even be tailored to track performance across specific marketing channels such as paid advertising, SEO, email, etc. It's a helpful tool to analyze campaign effectiveness and track budget spend. Manufacturing Progress Report Example Manufacturers can leverage this progress report template to report on production output and efficiency. It captures any equipment downtime or maintenance issues that need to be promptly addressed. The template can also be used to track inventory levels and material usage. Manufacturing project managers may use it to report on quality control inspections or provide updates on production runs. They can use it to track progress on process improvement projects. Professional Services Progress Report Example Professional services teams can leverage this progress report template to provide clients with clear and regular updates on the status of their projects. This helps build trust. For example, the report would outline progress and agreed-upon milestones and deliverables to help manage client expectations. It may also include a task breakdown that shows what tasks are completed versus which are ongoing, offering clients a more detailed view of project activities. The better they can use the template to maintain effective communication, the better they can ensure client satisfaction. How to Use Our Project Progress Report Template The progress report template captures the project over the course of a specific time period, which means there's lots of data. Using our free progress report template is a way to organize all the information so that you don't overlook anything important or add anything trivial. Project Top Line Information The top of the progress report template captures the overall details, such as the project's name, who the stakeholders are and the project manager. Then there's a space to add the period that is being reported on, who compiled it and when it was submitted. There's also a place to note the deadline for the final deliverable to place the report in context. Summary While the whole progress report template is a way to distill the events of the period covered into digestible bits, there's a summary on top of that to give the big picture. This section shows the current progress for the overall project status, its scope, schedule, cost and risk. There is a dropdown menu to make this easier. Then there is another column with a dropdown menu that shows the prior status so you can compare. The last column allows you to write a brief summary to explain the status. Tasks In this section, you can list all the tasks that were executed over the period discussed in the progress report template. The columns let you name the task being tracked, what its status is and objective. There's a column for the date it's due, according to the project plan and then the actual date it was completed. If it's not complete, there's a column for noting the percentage it is complete. Finally, the last column lets you note the state of your deliverable if it's done, in progress or hasn't yet been started. Issues There are always risks inherent in every project, though these issues might not always arise during the reporting periods. However, they might, which is why the next section provides space to identify the issues and who found it. Note what actions need to take place or if the issue is minor enough that it won't impact the project and can be left alone. Budget Here's where the all-important expenditure is captured. There's a column for the line item in your budget, followed by the total money allocated for that item, what was spent over the course of the reporting period and then the total expenditure to date in the project. Accomplishments If there are any accomplishments that don't fall under the above categories, they can be listed here. This can include any activities, meetings or other things that the project achieves and are notable enough to be reported on. Expected Accomplishments The progress report template ends with a look forward to the next reporting period. It allows you to set expectations for your stakeholders. Other Reporting Templates That Can Help The free progress report template is only one of the dozens of project management templates that can be downloaded from our site. We have several that deal with reporting and have highlighted a few. Change Request Form One result of using a progress report is that stakeholders come back with changes. To manage those changes to keep within the scope of your project, use our free change request form. It's a fundamental pillar in building a successful change management process. Status Report Template A status report, as mentioned above, is not exactly the same as a progress report. Our free status report is a snapshot of the project that captures that one moment in time rather than a period of time, such as in the progress report. Status reports are a way to communicate with your stakeholders when they want something, now. Lessons Learned Template Not a report per se, but a great template to capture what you've learned from the progress report to avoid making similar mistakes as you move forward in the project. Our free lessons learned template can be used at the end of the project as a post mortem but it can be equally useful after you present your progress report to help you make incremental changes during the execution of the project. How ProjectManager Improves Progress Reporting Templates are great, but they are limited. They are not dynamic and aren't connected with your project management tools. Plus, they can get lost in the shuffle if you're not using digital templates. ProjectManager is award-winning software that helps organize tasks, teams and projects with the reporting tools you need to graduate from simple templates. Our robust reporting features do everything your progress report template does, faster and easier. When you need to create a progress report use our one-click reporting feature. You can create status reports, reports on budgets, even timesheets and much more. These reports are more up-to-date, can be shared with a keystroke and they can even be filtered to show stakeholders just what they want. First, because our software is cloud-based, all your teams are connected no matter where they are. As they update their statuses that data is collected on the tool so monitoring and reporting is accurate and up to the minute. Related Content If you're looking for more information on project reporting, we published a project management blog, have tutorial videos and free guide books about every aspect of project management on our site. It's a great resource. Here are a few we picked to get you started. ProjectManager is a cloud-based project management solution that helps you plan, monitor and report on your project. Online Gantt charts give project managers control over their schedule and kanban board's visual workflow for greater transparency. Teams get a collaborative platform to work better together no matter where they are. See how we can help you run a tighter project by taking our free 30-day trial today.