

Project Management Progress Report Template

This one-page template provides a structured, boardroom-ready format for progress reporting. It balances clarity, context, and confidence — helping leaders act on insights, not just updates.

Section	Key Elements
Executive Summary	Overall project status (Green/Yellow/Red), highlights, and critical updates.
Milestone Tracker	Milestones achieved vs planned, % completion, Gantt chart snapshot.
Financial Overview	Budget vs actual, burn rate, forecast for next period.
Risk Register	Top 3 risks, likelihood, impact, mitigation plans.
Team Performance	Resource utilization, productivity benchmarks, blockers.
Action Items	Next steps, owners, deadlines, priority levels.
Appendix	Technical notes, detailed logs, compliance documentation.

Tip: Tailor this report to your audience. Executives want concise summaries, while managers need task-level detail.