[Title of Report]

[insert date]

# Progress Against Major Milestones

[Insert introductory sentence, perhaps something like this: *This table shows our progress against XX major milestones as of the date of this report.* We recommend keeping this progress table to one page or less. More than one page may be overwhelming for readers.]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | \\.psf\Home\Desktop\Colored Progress Balls\Gray Ball.png | Not started | \\.psf\Home\Desktop\Colored Progress Balls\Green Ball.png | On schedule | \\.psf\Home\Desktop\Colored Progress Balls\Yellow Ball.png | Late | \\.psf\Home\Desktop\Colored Progress Balls\Red Ball.png | Severely late |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task/Milestone** | **Original Target Due Date** | **Actual Complete** | **Status** | |
| 1 – [insert task or milestone] |  |  |  | \\.psf\Home\Desktop\Colored Progress Balls\Yellow Ball.png |
| 2 – [insert task or milestone] |  |  |  | \\.psf\Home\Desktop\Colored Progress Balls\Red Ball.png |
| 3 – |  |  |  | \\.psf\Home\Desktop\Colored Progress Balls\Green Ball.png |
| 4 – |  |  |  | \\.psf\Home\Desktop\Colored Progress Balls\Gray Ball.png |
| 5 – |  |  |  | \\.psf\Home\Desktop\Colored Progress Balls\Gray Ball.png |
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# Progress Notes (as of [date])

## Accomplishments

* [insert recent notable accomplishments]

## Next Steps

* [insert important next steps and workers who will perform those steps]

## Hours/Spend Summary

[Include whatever sections make sense for your audience.]

|  |  |
| --- | --- |
| * Budgeted = $XX,XXX * Actual = $XX,XXX[[1]](#footnote-1) * % of Total Used = XX% * % Remaining = XX% | Chart  Description automatically generated |

## Current Unresolved Issues/Questions

* [Insert important unresolved issues and questions to be addressed]

1. As of week ending [insert date] [↑](#footnote-ref-1)