Project Progress Report Lite

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title | [type the project title here] | | |
| Project Manager |  | | |
| Project Start Date | e.g. 01-01-2013 | Target End Date | e.g. 12-03-2013 |
| Report Period | **yyyy-mm** | Report Date | dd-mm-yyyy |

## I Project Progress Summary

|  |  |  |
| --- | --- | --- |
| Actual % Completed  (AC) | Planned % Completed  (PC) | **Progress Variance  (AC - PC)** |
| e.g. 70% | e.g. 80% | **e.g. – 10%** |

## II Special Issues

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|  |

## III Progress of Major Milestones / Releases

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Milestones/Releases  - Major Activities | Completion Dates | | | (Share %) | Current Status |
| Planned | Revised | Actual | **70%** |
| (e.g.) Release 1 | In 2013 |  |  | ***60%*** |  |
| * Development | 4/30 | Nil | 4/28 | 40% | Complete |
| * System Test & UAT | 6/30 | Nil | 7/23 | 20% | Complete |
| Release 2 |  |  |  | ***40%*** |  |
| * Development | 9/30 | 10/15 |  | 30% | Progress (**10%**) |
| * System Test & UAT | 11/30 |  |  | 10% |  |
|  |  |  |  |  |  |
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