**PROJECT PROGRESS REPORT**

**PRIME S.P.** **(ROUTE:** **)**

**ELEMENT ID #**

Date:

Prepared by:

**GENERAL PROJECT INFORMATION**

|  |  |
| --- | --- |
| **Project Description** | |
| **Verbal Description** | *[USER NOTE: Provide a verbal description of the work:]* |
| **Location** | *[USER NOTE: Provide a description of the project location:]* |
| **Project Manager** | Name |

*[USER NOTE: Attach a small map of the project area.]*

**PROJECT SCHEDULE**

|  |
| --- |
| **Schedule** |

**PROJECT COSTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial Information** | | | | | | |
|  | **Current Budget Amount** | **Encumbered Amount** | **Amount Billed to Date** | **Amount Paid to Date** | **% Used** | **Remaining Balance** |
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| **Total** |  |  |  |  |  |  |

**PROJECT COMMUNICATIONS**

|  |  |
| --- | --- |
| **Internal Communications** | |
| **Type of Communication** | **Date Completed** |
|  |  |
|  |  |
| **Type of Communication** | **Date Scheduled** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **External Communications** | |
| **Type of Communication** | **Date Completed** |
|  |  |
|  |  |
| **Type of Communication** | **Date Scheduled** |
|  |  |
|  |  |

**PROJECT ISSUES AND RISK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issues** | | | | |
| **Issue** | **Responsible Party** | **Action Required** | **Drop-Dead Date** | **Status** |
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| --- | --- | --- | --- | --- | --- |
| **Risk** | | | | | |
| **Risk Name/Description** | **Responsible Party** | **Overall Qualitative Rating** | **Overall Quantitative Rating** | **Response Type & Action** | **Status** |
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