plaky

Daily Project Report Template

Company name	
Company address	
Company website	

Project name	
Project team/ Department	
Project manager	
Project start date	
Project expected end date	

Date	Day: Mon Tue Wed Thu Fri Sat Sun

Project information

Project status update	Tasks completed _____ Tasks in progress _____ Tasks on hold _____ Blocked tasks _____

No.	Tasks	Task description	Task due date	Task status	Top issues/ Challenges
1.					
2.					
3.					
4.					

5.					

Upcoming milestones (date):

Lessons learned:

Next steps:

Manage your projects with Plaky.com