



Daily Progress Report Template

<div>Report No.</div>	<div>Company logo</div>
Company name	
Department	
Project name	
Project manager/ Team leader	
Date	
<div>Signature/Stamp</div>	

Progress overview	Hrs used	Resources used
		Human: Equipment: Budget:

Status	
Tasks completed	
Tasks in progress	
Tasks on hold	
Blocked tasks	

Next steps:

Manage your projects with Plaky.com