

Daily Project Report Template

Company name			Project name						
Company address			Project team/ Department						
Company website									
			Project manager						
			Project start date						
			Project expected end date						
Date Day: Mon Tue Wed Thu Fri Sat Sun									
<u> </u>									
Project information									
Tasks complet			ed Tasks in progress						
Project status update		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:									
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Next steps:									

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