



Daily Project Report Template

Company name		Project start date	
Department		Project expected end date	
Project name		Phase/Sprint	
Project team			
Project manager			

Date	Day: Mon Tue Wed Thu Fri Sat Sun
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Project information

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



No	Tasks	Assignee	Task due date	Task status	Priority	Planned hours	Actual hours	Blockers/ Dependencies/ Risks
1.			Apr 17,...	Not S... ▾	Low ▾			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			Apr 17,...	Not S... ▾	Low ▾			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			Apr 17,...	Not S... ▾	Low ▾			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			Apr 17,...	Not S... ▾	Low ▾			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			Apr 17,...	Not S... ▾	Low ▾			<input type="checkbox"/> Yes <input type="checkbox"/> No

Blockers/ Dependencies/Risks				
Description	Owner	Action	Due date	Escalation required
			Apr 17, 2026	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Apr 17, 2026	<input type="checkbox"/> Yes <input type="checkbox"/> No

Milestones reached today:



Milestones due today:

Overdue milestones:

Upcoming milestones:

Quality control and testing performed

Scope change requests

- Approved
- Rejected

- Approved
- Rejected

Lessons learned:

Next steps:



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