



Daily Progress Report Template

Date		Company logo
Company name		
Department/ Location		
Project name		
Manager/ Supervisor		
		Report No.

Progress overview	
Tasks completed	
Tasks in progress	
Tasks on hold	
Blocked tasks	
Delays/Blockers/Incidents	

Resources			
Workers' list	Equipment	Material	Budget/Expenses



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Next steps:

Manager/Supervisor signature _____

Reviewed by _____, date _____

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