

Project Progress Log Form

Project Name:

Project Manager:

Date:

Team Members:

Milestone / Task Progress

Milestone/Task	Assigned To	Planned Start Date	Planned End Date	Actual Start Date	Actual End Date	Status	Remarks
<input type="text"/>	Not Started <input type="button" value="▼"/>	<input type="text"/>					

Issues / Risks

Issue / Risk	Description	Impact	Responsible	Mitigation / Action	Status
<input type="text"/>	<input type="text"/>	Low <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	Open <input type="button" value="▼"/>

General Comments / Next Steps

This sample **project progress log form** helps engineering teams to systematically track milestones, tasks, and issues, facilitating efficient communication and accountability.