

Project Progress Log Form Sample

The **project progress log form** sample provides an organized way to track task completion status efficiently. It helps teams monitor milestones and ensure timely updates on project development. Using this form enhances communication and accountability throughout the project lifecycle.

Task ID	Description	Assigned To	Start Date	End Date	Status	Comments
001	Define project scope	Alice Smith	2024-06-05	2024-06-07	Completed	Scope approved by stakeholders.
002	Design wireframes	Bob Lee	2024-06-08	2024-06-12	In Progress	Wireframes for homepage done.
003	Database setup	Chris Wang	2024-06-10	2024-06-14	Pending	Awaiting server access.
004	Develop API	Dana Kim	2024-06-13	2024-06-20	Pending	Not started yet.