Daily Activity Report

Date: _____

Project Name: _____

Project Manager: _____

Summary

The **daily activity report** for project managers provides a concise overview of tasks completed, ongoing activities, and potential issues encountered. It helps ensure effective communication and timely decision-making throughout the project lifecycle. This report is essential for tracking progress and maintaining accountability on a daily basis.

1. Tasks Completed

Task	Responsible	Completion Time	Notes
Example: Reviewed project requirements	PM	10:00 AM	Requirements validated with client

2. Ongoing Activities

Activity	Team Members	Status	Estimated Completion
Example: Development of module X	Dev Team	In Progress	Tomorrow

3. Issues/Concerns

Issue/Concern	Impact	Action/Resolution	Status
Example: Delay in API integration	Medium	Coordinating with API team	Open

4. Next Steps / Plans for Tomorrow

- _____
- _____

Additional Remarks:
_____
_____

Prepared by: _____   *Date:* _____