Project Progress Log Form Sample

The **project progress log form sample** in Excel format is a practical tool designed to track and document the ongoing developments of a project efficiently. It allows team members to record updates, milestones, and any issues encountered, ensuring transparent communication and easy monitoring. This template is ideal for maintaining organized and accessible project records.

Sample Project Progress Log (Excel Table Layout)

Date	Task / Milestone	Status	Responsible Person	Progress Update / Comments	Issues / Risks	Next Steps
2024-06-01	Requirement Gathering	Completed	Alice Smith	All client requirements documented and reviewed.	None	Start Design Phase
2024-06-07	Design Phase	In Progress	John Doe	Wireframes submitted for review.	Waiting for client feedback.	Revise wireframes as per feedback
2024-06-15	Development	Pending	Maria Lopez	Development to start after design approval.	Design approval delayed.	Follow up with client

 Download Excel Template (.xlsx)