

# **PROGRESS REPORT OUTLINE**

## **I. Introduction**

- Briefly summarize the purpose and scope of the project
- Provide background information on the project

## **II. Progress made since the last report**

- Summarize the work completed since the previous progress report
- Include any challenges or roadblocks encountered and how they were addressed

## **III. Current status of the project**

- Provide an overview of the current status of the project
- Include any changes to the project timeline or budget

## **IV. Next steps and timeline**

- Outline the next steps in the project
- Provide a timeline for the remaining work to be completed

## **V. Challenges and Risks**

- Discuss any potential challenges or risks to the project
- Outline a plan for addressing these challenges and mitigating risks

## **VI. Conclusion**

- Summarize the progress made on the project
- Reiterate the importance of the project and its objectives.

# How To Write A Progress Report Paper

**New South Wales. Parliament**



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